

BOARD OF SUPERVISORS

Brown County



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EDUCATION & RECREATION COMMITTEE

John Vander Leest, Chair
Kathy Johnson, Vice Chair
Adam Warpinski, Pat Wetzel, Jesse Brunette

EDUCATION & RECREATION COMMITTEE

Thursday, December 3, 2009

5:30 p.m.

N.E.W. Zoo

4418 Reforestation Road

**** Please Note Time and Location ****

**** Tour of Mayan Food Court ****

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify minutes of October 27, 2009.

Communications

1. Communication from Supervisors Vander Leest and Johnson re: Request to investigate the price of books at online companies and other sources to determine if the current State contract is the best deal available for new book purchases. (Referred from November County Board).

Golf Course

2. Approve request to allow NEW First Tee to have an architect come up with some conceptual drawings of what a First Tee facility would look like on the extra 80 acres that the Golf Course owns. (Referred from September County Board.)
3. Budget Status Financial Report for October 31, 2009.
4. Golf Course Financial Statistics as of November 15, 2009.
5. Budget Adjustment Request (#09-106): Increase in expenses with offsetting increase in revenue (see attached for details).
6. Superintendent's Report.

Museum

7. Budget Status Financial Report for September 30 and October 31, 2009.
8. Attendance & Admission, October 2009.
9. Grant Application Review (#09-41): Cataloging the Green Bay Press-Gazette Negative Collection.
10. Director's report.

Library

11. Budget Status Financial Report for September 30 and October 31, 2009.
12. Budget Adjustment Request (#09-121): Increase in expenses with offsetting increase in revenue (see attached for details).
13. Approve Low Bid for Digital Controller for Weyers-Hillard Library.

14. Boldt Engineering Report (Handout was distributed to committee members at 10/27/09 meeting.)
15. Director's Report.

Facility Management

16. Library Pre-Design RFP.
17. Budget Adjustment Request (#09-116): Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.

Park Management

18. Update on Arena Projects.
19. Parks - Budget Status Financial Report for September 30, 2009.
20. Discussion on WiDOT Changes to Highway 29 and the Impact on Pamperin Park.
21. Update on Brown County Pet Exercise Area Improvements.
22. Director's Report for October 2009.

NEW Zoo

23. Budget Status Financial Report for September 30, 2009.
24. Budget Adjustment Request (#09-103): Increase in expenses with offsetting increase in revenue (see attached for details).
25. Budget Adjustment Request (#09-107): Increase in expenses with offsetting increase in revenue (see attached for details).
26. Budget Adjustment Request (#09-112): Increase in expenses with offsetting increase in revenue (see attached for details).
27. Zoo Monthly Activity Report.
 - a. Visitor Center Operation Reports:
 - i. Admissions Revenue Attendance, 2009 Report.
 - ii. Gift Shop Concessions Revenue, 2009 Report.
 - b. Curator's Report - Animal Collection Report November, 2009.
 - c. Education & Volunteer Programs Report October 2009.
28. Director's Report.

Resch Centre/Arena/Shopko Hall

29. October-09 Attendance for the Brown County Veterans Memorial Complex.

Other

30. Audit of bills.
31. Such other matters as authorized by law.

John Vander Leest, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda. Word97/agendas/edrec/December3_2009.doc

**PROCEEDINGS OF THE BROWN COUNTY
EDUCATION & RECREATION COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Education & Recreation Committee** was held on Tuesday, October 27, 2009 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, WI.

Present: John Vander Leest, Jesse Brunette, Kathy Johnson, Adam Warpinski, Pat Wetzel

Excused:

Also Present: Executive Hinz, Jayme Sellen; Supervisors Andrews, Erickson, Fleck, Krueger, La Violette, Williams, Zima. Lynn Vanden Langenberg, Heidi Hietpas, Andrea Konrath, Sara Perrizo, Debbie Klarkowski, Doug Hartman, John Machnik, Jeff Oudeans, Neil Anderson, Maria Lasecki, Scott Anthes, Gene Umberger, Becky McKee, Lynn Stainbrook, Lori Denault, Mary Ryan, Other Interested Parties.

I. Call Meeting to order:

The meeting was called to order by Chairman John Vander Leest at 6:17 p.m.

II. Approve/Modify Agenda:

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR JOHNSON TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

III. Approve/modify minutes of October 1, 2009:

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR JOHNSON TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

1. Review minutes of:

a) Library Board (9/17/09).

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR BRUNETTE TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

Although shown in proper format, item #2 was taken at the end.

NON-BUDGET ITEMS

Communications

- 2. Communication from Supervisor Andrews to develop a process, including a form to fill out, to articulate the factors that lead to the need for a budget transfer to cover shortfalls with a section to be filled out by our financial office indicating where funds can be taken from. This form should be presented along with the request for budget transfer, and included in our packets. (Referred from Administration Committee.)**

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR JOHNSON TO HOLD TILL THE END OF THE BUDGET PORTION. Vote taken. MOTION CARRIED UNANIMOUSLY.

NEW Zoo

3. Budget Status Financial Report thru August 31, 2009.

Zoo Director, Neil Anderson, stated the budget looks good and they are having a record year.

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR BRUNETTE TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

4. Request for Budget Transfer (#09-84): Increase in Expenditures with Offsetting Increase in Revenue (see attached for details).

Anderson stated it was a donation by the Ashwaubenon Lion's Club in the amount of \$1,000 to be used toward expenses associated with the further development of Educational Discovery Carts.

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR JOHNSON TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

Golf Course

5. Request from Wisconsin Women's State Golf Association re: using Golf Course on Tuesday, July 6, 2010 for the 2010 WWSGA State Bestball Championship.

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR JOHNSON TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

6. Daily Financial Statistics as of October 11, 2009.

Golf Superintendant, Scott Anthes, stated that the numbers are lagging behind a little from last year due to the cold and wet October but in the same case their staffing level was decreased which offset that. Golf Cart revenue is up for the year and so is the steakhouse revenue.

A MOTION WAS MADE BY SUPERVISOR BRUNETTE AND SECONDED BY SUPERVISOR WETZEL TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

7. Budget Status Financial for August 31, 2009.

Expenses are well within their range and revenues are on track.

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR BRUNETTE TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

8. **Superintendent's report.**

Anthes reported on the following:

- The golf season is winding down with a tentative closing date of November 15, 2009.
- Irrigation system had been blown out and all the greens and tees have been airfied for the coming up season.
- POS system addition is scheduled to be installed in the Clubhouse Bar & Grill area on November 4th. The reservation software manufacturer will be onsite at that time as well.
- Once the golf course closes, the steakhouse will be open for their winter hours, Monday through Wednesday 3pm to close, Thursday through Sunday 11am to close.
- The Golf course continues to sell gift cards in the County Clerk's office and at the Safari Steakhouse.

Executive Hinz announced to the committee that Mr. Anthes is a new father.

**A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR JOHNSON TO RECEIVE AND PLACE ON FILE. Vote taken.
MOTION CARRIED UNANIMOUSLY.**

Arena/Expo Centre

9. **Attendance for Veterans Memorial Complex.**

**A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR WETZEL TO RECEIVE AND PLACE ON FILE. Vote taken.
MOTION CARRIED UNANIMOUSLY.**

Library

10. **Budget Status Financial Report for August 31, 2009.**

**A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR WETZEL TO RECEIVE AND PLACE ON FILE. Vote taken.
MOTION CARRIED UNANIMOUSLY.**

11. **Budget Adjustment Request (#09-96): Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund) (see attached for details).**

Library Director, Lynn Stanbrook, stated that they had new printers put in and the cost of the cartridges cost approximately 50% more than the old ones. She stated they need to adjust their budget but that they do have the money. They also have their new PC Reservation Print Management System in place, which will make up for the increase in cost for the ink because people won't be able to print off things without paying for them. Stanbrook stated they have already discovered an increase in the money coming in. There is a separate fund for their coin-op copy machines and the printers that are being printed to. There is a fund balance that accumulates for replacement of copy machines.

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR JOHNSON TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

12. **Boldt Engineering Report**

Stainbrook provided a handout (attached) and asked if the committee would like time to review it and discuss at next months meeting.

A MOTION WAS MADE BY SUPERVISOR JOHNSON AND SECONDED BY SUPERVISOR WETZEL TO HOLD TILL DECEMBER. Vote taken. MOTION CARRIED UNANIMOUSLY.

13. **Director's Report.**

Stainbrook presented a handout (attached) and highlighted items from her report. She announced the used book sale November 3-7, 2009 and handed out (attached) National Friends of Libraries Week Proclamation in which Executive Hinz proclaimed October 18-24, 2009, as Friends of Libraries Week.

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR WETZEL TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

Museum

14. **Attendance & Admission, September 2009.**

Museum Director, Gene Umberger, noted that there had been a drop in attendance and revenue this month from last year due to the popularity of the exhibit last September.

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR WETZEL TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

15. **Budget Status Financial Report for August 31, 2009.**

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR JOHNSON TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

16. **Director's Report:**

A handout was presented (attached); Umberger and Museum Foundation President, Becky McKee, highlighted items from their report.

A MOTION WAS MADE BY SUPERVISOR JOHNSON AND SECONDED BY SUPERVISOR WARPINSKI TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

Parks

Chair Vander Leest wished Parks Director, Bill Dowell, well on his recovery from surgery.

17. **Brown County Fair Association**

- **Report on the 2009 Brown County Fair.**

Fair Board President, Tom Van Deurzen, stated that the 2009 Fair went off without a hit; they had an attendance of 34,500 people which is about 1,000 down from last year due to bad weather. They had 880 exhibitors at the fair, out of those exhibitors there were 375 school exhibits; junior and 4H exhibits: 4,237; open and senior class: 2,275 exhibits. There were a number of non-profit groups working with food, beverages, parking cars, and raised over \$10,000 of revenue. They continue to work on improvements with the support of Facility and Park Management. They added some lights on the midway, installed power boxes along Fort Howard Avenue where the main concert area is so they don't have to use generators any longer and the facility can be used longer throughout the year. Sand was added to the horse arena and the overflow parking area was improved. They purchased some new holding pens for the showing area. They are currently putting up some power boxes near the north and south gate to support additional camping, arena area, etc.

Next years Fair dates are August 18th – 22nd. Fair information is continuously being updated on their website: <http://www.browncountyfair.com/>

A MOTION WAS MADE BY SUPERVISOR JOHNSON AND SECONDED BY SUPERVISOR WETZEL TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

- **Recognition of Brown County Facility & Park Management for continued support of the Brown County Fair.**

On behalf of the Fair Association, Van Deurzen, presented a plaque to the committee for their continued support for 2009.

Chair Vander Leest noted that he and the other long term members of the Ed & Rec committee had seen a revival of the fair and wanted to thank their staff for all their hard work and dedication to the fair. He felt people have been feeling strongly about the fair again and have pride in it which is a positive for the community and their families.

No action taken.

18. **Request from Ashwaubenon Nordic Ski Team for waiver of trail fees in exchange for a service project and reduction of Lodge fees to winter rate for their run/race on November 7, 2009 at the Reforestation Camp.**

A MOTION WAS MADE BY SUPERVISOR WETZEL AND SECONDED BY SUPERVISOR JOHNSON TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

19. **Approval of contract to La Plant Roofing and Construction for \$108,984 to replace roofs at Barkhausen and Shelter Care.**

Doug Hartman gave a brief explanation of the bid process and announced that they went with the metal shingle, granular coded, which he explained was a great option which has a lifetime warranty and is greener than usual and can be recycled. Hartman stated that the roof at Barkhausen was from 1988 and the warranty had

expired. \$34,000 was budgeted for this project, they had some other capital outlay projects so they did a budget transfer with the Executives approval to get the entire money amount and the project will be done in 2009.

A MOTION WAS MADE BY SUPERVISOR JOHNSON AND SECONDED BY SUPERVISOR WETZEL TO APPROVE LAPLANT ROOFING AND CONSTRUCTION FOR \$108,984. Vote taken. MOTION CARRIED UNANIMOUSLY.

20. **Budget Status Financial Report for August 31, 2009.**

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR WETZEL TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

21. **Director's Report for September 2009.**

Hartman stated that they had their winter storage which is an annual event at the fairgrounds where they stuff the barns full of campers, boats, pop-ups and antique cars. They filled up on Wednesday, the same day it was opened which is a first for them. The charges depend on the piece of equipment that is being stored and the money goes back to the parks. \$33,000 is their max.

A MOTION WAS MADE BY SUPERVISOR JOHNSON AND SECONDED BY SUPERVISOR BRUNETTE TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

BUDGET REVIEW
REVIEW OF 2010 DEPARTMENT BUDGET

22. **NEW Zoo: Review of 2010 department budget.**

Anderson provided a handout (attached) re: Summary Presentation: NEW Zoo 2010 Budget and briefly went through it with the committee.

Vander Leest questioned where the projected revenue for the Mayan Food Court will be in 2010. Anderson responded \$261,000 (pg. 269 in the budget book) and stated they approached their budget very conservatively.

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR BRUNETTE TO APPROVE AS PROPOSED. Vote taken. MOTION CARRIED UNANIMOUSLY.

23. **Golf Course: Review of 2010 department budget.**

Anthes noted that in 2010 the golf course will have no increases in operations and expenses. The only increases are in the children's charity area in donation expenses which was increased by \$40,000 due to the popularity of that golf outing. He stated there will be an increase in personnel due to the cost of living but that will be offset by fringe benefits. No new staff members are being brought on. Anthes stated the only real big increase in overall expenses for the golf course is chargebacks and indirect charges, anything that is being done by the county that the golf course can not do on their own, overhead costs.

Anthes stated that with the new financial system out, he took the initiative in breaking down the budget in two sections for 2010 one for the golf course and a clubhouse section. He wanted to get a better feel on what money was going into the clubhouse and onto the golf course. Overall the expenses for the clubhouse for 2010 are \$87,000. Green fees have not changed.

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR JOHNSON TO APPROVED AS PROPOSED. Vote taken. MOTION CARRIED UNANIMOUSLY.

24. **Library: Review of 2010 department budget.**

Library Director, Lynn Stainbrook, introduced to the committee Kathy Pletcher, Library Board Vice-President, Denise Bellmore, Library Board and Nicolet Federated Library Board member, Gina Reinardy, previous President of the Friends of the Library and newly appointed Nicolet Federated Library Board member and Paul Schierl, Library Board member.

The committee referred to Pg 235 in the budget book.

Pletcher thanked the committee for their time and stated she believed they were all there because they all cared so much about the library. She felt the library was absolutely critical to the community and is now more important with the state of the economy. With more people losing their jobs, nationwide people are going to their local libraries to use the internet services to look up and apply for jobs online. She felt it was important to maintain the library hours and computer networks at all their branches and to maintain their staff for assistance. The numbers of people coming to the library has gone up. 7% more books have been checked out. The number of people attending events had gone up.

Pletcher stated that they had submitted their Library budget based on the request of a 1% reduction from the County Executive. She explained that it was difficult to do because of all of their needs. To accomplish their goal, they have left positions unfilled and have tried to become more efficient. There is one problem that they have been struggling with for a long time which is that they are not funded at the basic level based on State standards for their materials budget. In order to get to that level they would need an increase of about \$112,000. Pletcher noted that the Friends of the Library Group do a lot of volunteer work for the library, they raise funds, and they assist the County in trying to take the library to a level beyond basic.

Chair Vander Leest stated that in the past there was a line item of uncollected revenue that was added revenue that was put towards the library budget and asked the finance staff to look further into it. He was not in favor of adding money to the library budget due to the needs from all departments but stated that if there was another revenue source, they could look at that for new book purchases, etc.

Stainbrook provided a handout (attached) re: 2007 Public Library Annual Reports which compared the Brown County Library with another library in the state with the same population. She explained that the children in attendance for child programs at Brown County Libraries are almost double the amount of Madison but the amount of books being checked out is a lot less. Stainbrook felt that it was due to the fact that they do not have enough books, enough variety of books, the right subjects or

quantities that other libraries do and the children are the ones being impacted by this. Vander Leest responded that he had never received one complaint from a child or adult with regards to the libraries being inadequate but have always had positive things to say.

Supervisor Johnson stated that she doesn't deny that the library needs more materials but felt that timing is crucial. Johnson noted that she would like to see more computer stations added. Stainbrook responded that they are expecting eight more computers next year and are working very hard on getting 32 more. She explained it was very difficult to get other bodies to pay for basic things like books. Johnson questioned if they have ever considered sharing or exchanging materials with other libraries or contacting retailers to see if they have damaged or unsaleable merchandise they could obtain. Stainbrook felt that sharing or exchanging would not work in the simplest form because of book budgets; they buy what they need and wouldn't buy extras to make available for others. On the complex level, what they own is available on the interlibrary loan but it is not as simple or as easy to walk in and get. Titles are available through a delivery van system.

Pletcher felt the reason the State developed standards was so that libraries that are underfunded are not borrowing materials that taxpayers and other municipalities paid for. They do share materials and they all recognize that they have common missions in terms of education and making things available to the citizen. They are a bit jealous about not having so much going in one direction and expect reciprocity when sharing materials.

Stainbrook stated that she was aware of the budget concerns in the Human Services area and that she shared those concerns as well. The library works closely with a lot of the agencies within that department. Those agencies depend on the library for some of their materials and resources. She would support the need to increase some of the Human Services dollars but felt by not increasing and also decreasing the library budget it will impact those agencies as well.

Supervisor Warpinski questioned the operating costs for the Book Mobile and asked Stainbrook her opinion of the future sustainability current practice of the Book Mobile. Stainbrook responded that it was extremely popular and had one of the highest checkout rates of all the branches. For \$75,000 a year she felt it was cost effective. She noted that they do need to consider the book mobiles life expectancy of 2012/2013. The current cost to replace it is \$200,000 to \$300,000 and expects that at that point they would need to decide whether or not to replace it. Stainbrook did note that when the Book Mobile travels to events such as the Celebrate De Pere Festival the festival pays for the staff time plus they give a donation from part of their proceeds.

Supervisor Brunette questioned how aware people are that the libraries are inner-connected and questioned how many complaints they receive because there are waiting lists for certain books? Stainbrook responded that they certainly promote and also could do more informing of their connection with their other libraries. There was a feeling that there personnel does a great job in letting people know but if people aren't asking for assistance they aren't able to share this information. In the 18 months that she had worked at the library she could think of three complaints regarding lack of materials. She stated that it is a fact that in retail if something is not available the customer will go shop somewhere else.

Chair Vander Leest explained that the County Board of Supervisors and the Education and Recreation Committee determine how much money is allocated to the library and then the Library Board decides how the money is respectfully spent by State statute. The County gives a flat dollar and if the Library Board wants to decide to make changes or distribute the money differently for more book purchases that is up the Library Board.

Further discussions ensued regarding computers and computer usage. It was suggested by Vander Leest that this topic be added to the Library Board agenda and as a communication at the next County Board meeting.

Vander Leest questioned the premium overtime expense. Lori Denault responded that any staff time on Sunday is considered overtime hours. If in the event they are out staffing, there are some incidents that they have to authorize some hours that go into overtime. Denault stated that they usually stay within the hours that are allocated.

Sara Perrizo, Internal Auditor, stated that in regards to the extra money in question that was added to the Library budget in 2002, it was added with the motion: to take \$60,332 from unclaimed funds to Library at 12/31/02 and the balance to the general fund. Vander Leest suggested looking into it further and have a review of what those funds were then and how it accumulated and if there is an accurate fund now.

A MOTION WAS MADE BY SUPERVISOR WARPINSKI TO ADD \$50,000 TO ITEM 5330 TO BRING IT TO \$762,510. No second, no vote taken.

A MOTION WAS MADE BY SUPERVISOR BRUNETTE AND SECONDED BY SUPERVISOR JOHNSON TO APPROVE AS PROPOSED. Vote taken. MOTION CARRIED UNANIMOUSLY.

25. **Museum: Review of 2010 department budget.**

The committee referred to Pg 247 in the budget book.

Museum Director, Gene Umberger, referred to the Budget Analysis of 2010 book and stated the numbers are correct but some of the comments are not and wanted to clarify exactly what they have done to meet their targeted tax levy.

- They deleted the recorder position which handles photo reproduction requests among other responsibilities.
- They reduced the Clerk Typist II position from 37.5 hours to 24 hours. This person handles all the calls, school reservations and rental of the museum and its facilities, among other things.
- Reducing and adjusting their security costs which means they will only have two security on duty, one handling the reception desk to handle admissions.
- Closing the museum Memorial Day and Labor Day; lower attendance days.
- Close Thursday night and shift free time to Wednesday night.

Vander Leest noted that the public charges were down for 2010 and questioned if they anticipated a decrease in the amount of visitors. Umberger responded that that was not what was anticipated. Over the years since including admission fees in 2004, they have been struggling with those estimates and believe the numbers for next year are very responsible and based on past exhibit popularity.

Umberger stated overall the budget will be a bit less than it was for 2009.

Vander Leest questioned if they had looked at ways to increase revenue stating in the past they have worked on specific items for certain exhibits to bring in more people, they have tried to do additional things with the Packers such as the Packer video, etc. Umberger responded that this year they are adding a children only shop as an addition to the Pranges exhibit which is well remembered by the community and an enhancement and change to that angle or doing that exhibit which does really well.

Supervisor Wetzel questioned furloughs in which Umberger referred to Human Resource Director, Debbie Klarkowski. Klarkowski stated that there is a current policy in place, five voluntary days of furlough that any employee can take in 2009 but what the Museum originally did was add the info into the 2010 budget which would have been considered bargaining outside the bargaining unit. 2010 Furlough discussions will be brought forward to the next Executive Committee meeting.

Supervisor Brunette stated that about a year and a half ago there had been discussions regarding renovations for the mastodon exhibit at the museum. Brunette felt if they were able to move forward they could potentially increase revenue through admissions due to the popularity. Umberger responded that it is part of their strategic plan as well as compact storage which will be a huge financial undertaking and will happen at some point. Umberger explained that the Neville Public Museum Foundation is under tremendous duress as most non-profit groups are in terms of raising funds. The museum depends on them for funding all their programs which is a struggle. Realistically it is in the plan and is one of the top priorities. They had actually put in the formal proposal for compact storage but because of the economy that had been pushed back one or two years. Once that is accomplished they will be looking at renovations and improving the exhibit which is a strong goal.

A brief discussion ensued regarding the proposed downtown Children's Museum. Umberger felt that instead of duplicating services they will compliment each other.

A MOTION WAS MADE BY SUPERVISOR JOHNSON AND SECONDED BY SUPERVISOR WETZEL TO ADOPT THE BUDGET AS PROPOSED. Vote taken. MOTION CARRIED UNANIMOUSLY.

- 25a. **Resolution re: Approving New or Deleted Positions During the 2010 Budget Process.**

A MOTION WAS MADE BY SUPERVISOR WARPINSKI SECONDED BY SUPERVISOR BRUNETTE TO APPROVE 25A. Vote taken. MOTION CARRIED UNANIMOUSLY.

26. **Parks: Review of 2010 department budget.**

The committee referred to Pg 49 in the budget book.

Assistant Park Director, Doug Hartman, briefly went through their proposed budget information on pages 49 and 50 and highlighted a few of their energy efficient projects for 2010. He referred to pg 55 and stated overall for their park revenues they are basically looking at a slightly reduced levy.

The one change that he wanted to point out to the committee was in the past years there had been a \$35,000 subsidy to the Brown County Fair and in 2010 it will go down to \$30,000. As far as he understands it had been the thought to reduce that over a period of time.

In order to meet their target levy their contribution of \$18,000 to Triangle Hill that is given to the City of Green Bay is not in the budget. Vander Leest asked Hartman for a brief history of Triangle Hill. Hartman responded that the agreement was made before he started with the County but he understood that for many years the County has split the funds of the operating cost and split 50/50 the cost of operating Triangle Hill for many years. 5 or 6 years ago the County and the City came to an agreement of instead of all the accounting of splitting it in half they took an average of the cost and it was determined \$18,000 would be paid to the City on an annual basis. Supervisor Zima stated it was always a subject for debate. He felt it was used by everyone in the County and is the only park in the city limits of Green Bay in the County Parks system. Zima felt it was a small amount of money to pay to show good faith.

Also, the Special Revenue Accounts are now listed with the general park budget (donations, boat launch, cross country skiing, rails to trails, etc.).

A MOTION WAS MADE BY SUPERVISOR JOHNSON AND SECONDED BY SUPERVISOR BRUNETTE TO ADD \$18,000 CONTRIBUTION TO THE CITY OF GREEN BAY FOR THE OPERATION OF TRIANGLE HILL. Vote taken. MOTION CARRIED UNANIMOUSLY.

A MOTION WAS MADE BY SUPERVISOR JOHNSON AND SECONDED BY SUPERVISOR BRUNETTE TO APPROVE AS AMENDED. Vote taken. MOTION CARRIED UNANIMOUSLY.

Other

27. Audit of bills.

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR WETZEL TO PAY THE BILLS. Vote taken. MOTION CARRIED UNANIMOUSLY.

28. Such other matters as authorized by law.

December meeting will be held the first Thursday of December at the NEW Zoo with a tour of Mayan Food Court. January meeting will be held January 7th at the Library.

Motion made by Supervisor Brunette and seconded by Supervisor Wetzel to adjourn at 7:45 p.m. MOTION APPROVED UNANIMOUSLY.

Respectfully submitted,

Alicia A. Loehlein
Recording Secretary

BOARD OF SUPERVISORS

Brown County



BROWN COUNTY
BOARD OF SUPERVISORS
GREEN BAY, WISCONSIN

Meeting Date:

11/9/09

Agenda No.:

Ed & Rec Comm / Library Bd

Communication
~~Motion from the Floor~~

I make the following motion:

Request to investigate the price of
books at online companies and other
sources to determine if the current state contract
is the best deal available for new book purchases.

Signed:

John Vander Laast / Kacey Jansen

District No.

11th / 12th

(Please deliver to County Clerk after motion is made for recording into minutes.)

TO THE MEMBERS OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

The EDUCATION & RECREATION COMMITTEE met in regular session on August 20, 2009 and recommends the following:

- ** 1.** Golf Course - Approve request to allow N.E.W. First Tee to have an architect come up with some conceptual drawings of what a First Tee facility would look like on the extra 80 acres that the Golf Course owns. To approve as long as there is no implied obligation financially or approval wise of the plan.
- ** Referred Item #1 back to Education & Recreation Committee as per the Co. Board on 9/16/2009.**
- 2.** Golf Course - Superintendent's Report. Receive and place on file.
- 3.** Museum - Attendance & Admission, July, 2009. Receive and place on file.
- 4.** Museum - Budget Status Financial Report for July 31, 2009. To hold.
- 5.** Museum - Request for Budget Transfer (#09-50): Interdepartmental Transfer (including contingency or general fund transfers): Request to transfer \$18,377 from the general fund to cover a 2008 deficit in admission revenue at the Museum. To approve.
- 6.** Museum - Director's report. Receive and place on file.
- 7.** NEW Zoo - Director's Report Receive and place on file.
- 8.** Parks - Director's Report. Receive and place on file.
- *8a** Parks - Update on 2009 Brown County Fair/Brown County Fair Association. Receive and place on file.
- 9.** Resch Centre/Arena/Shopko Hall - July-09 Attendance for the Brown County Veterans Memorial Complex. Receive and place on file.
- 10.** Audit of bills. No action.

Approved by:

COUNTY EXECUTIVE Date
Word97/reports/EdRec/September16_2009.doc

Brown County
Golf Course

Budget Status Report

10/31/2009

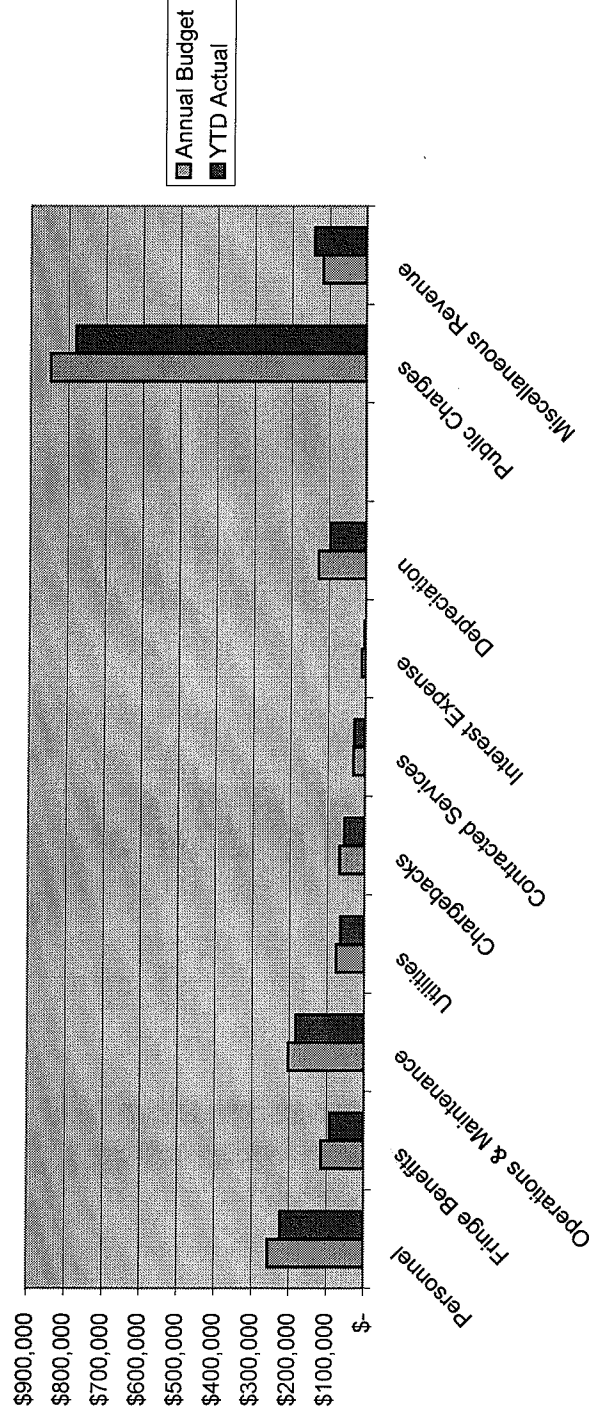
	Annual Budget	YTD Budget	YTD %
Personnel	\$ 256,167	\$ 222,382	87
Fringe Benefits	\$ 114,262	\$ 91,341	80
Operations & Maintenance	\$ 202,535	\$ 182,576	82
Utilities	\$ 75,040	\$ 64,163	86
Chargebacks	\$ 66,826	\$ 54,202	81
Contracted Services	\$ 30,786	\$ 29,687	96
Interest Expense	\$ 10,260	\$ 3,401	33
Depreciation	\$ 127,135	\$ 96,915	76
Public Charges	\$ 847,000	\$ 779,948	92
Miscellaneous Revenue	\$ 116,701	\$ 140,014	120

HIGHLIGHTS:

Revenues and expenses are well within budgeted amounts. The golf course is a seasonal operation that runs from April to November.

The Golf Course is an Enterprise Fund that returns \$62,060 to the general fund.

Golf Course Budget Analysis October 31, 2009



**GOLF COURSE FINANCIAL STATISTICS
AS OF NOVEMBER 15, 2009**



GOLF COURSE REVENUE:

	TOTAL PLAYERS	TOTAL REVENUE
2009 YTD	35,104	646,197.35
2008 YTD	35,792	659,211.75 *
2007 YTD	36,525	633,556.00 *

PASSES PURCHASED:

		PASSES SOLD	TOTAL REVENUE
HUSBAND & WIFE	2,250	3	6,750.00
SR HUSBAND & WIFE	2,023	1	2,023.00
ADULT	1,250	66	82,500.00
FREE ADULT PASS	(1,250)	2	(2,500.00)
SR ADULT	1,124	36	40,464.00
JUNIOR	956	0	0.00
ADULT 18-22	650	4	2,600.00
JUNIOR LIMITED	300	31	9,300.00
TOTAL PASSES		143	141,137.00
REFUNDED PASSES			0.00
REVENUE FROM GC & DUPLICATE PASSES			2,569.00
REVENUE FROM DAILY PLAY			646,197.35
TOTAL REVENUE RECEIVED			789,903.35

PRO-SHOP SHARED REVENUE (CARTS):

	COUNTY SHARE
2009 YTD	60,596.33
2008 YTD	60,434.35 *
2007 YTD	53,252.28 *

SAFARI STEAKHOUSE SHARED REVENUE:

	COUNTY SHARE
2009 YTD	89,075.37
2008 YTD	86,885.30
2007 YTD	85,460.65

* Effective for the week ending 4/19/09, YTD golf course comparison numbers for 2008 and 2007 were reported weekly, not daily. Because of this, the YTD comparison numbers from this point forward for 2008 and 2007 may include a variance of 1 to 2 days.

BUDGET ADJUSTMENT REQUEST

<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input type="checkbox"/> Category 2		
<input type="checkbox"/> a.	Change in Outlay not requiring the reallocation of funds from another major budget classification.	County Executive
<input type="checkbox"/> b.	Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Board
<input type="checkbox"/> Category 3		
<input type="checkbox"/> a.	Reallocation between budget classifications other than 2b or 3b adjustments.	County Executive
<input type="checkbox"/> b.	Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Board
<input type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input checked="" type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	620.034.001.4901	Donations	\$30,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	620.034.001.5365	Special Events	\$30,000
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

Narrative Justification:

To reflect the proceeds taken in from the Children's Charity Golf Classic please increase the Donations revenue by \$30,000.

To reflect the proceeds being paid for the Children's Charity Golf Classic please increase the Special Events expense \$30,000

AUTHORIZATIONS


Signature of Department Head

Department: Golf Course

Date: 10/21/2009


Signature of Executive

Date: 11/12/09

Brown County
Museum

Budget Status Report

9/30/2009

	Annual	YTD
	Amended Budget	Actual
Property Tax Revenue	\$ 1,076,857	\$ 807,640
Charges for Sales and Services	\$ 116,400	\$ 63,353
Miscellaneous Revenue	\$ 600	\$ 1,250
Rent	\$ 6,500	\$ 5,175
NPM Foundation Donations	\$ 100,000	\$ 54,555
Donations	\$ 2,000	\$ 3,573
Salaries	\$ 509,548	\$ 332,867
Fringe Benefits	\$ 265,772	\$ 153,690
Clothing Allowance	\$ 350	\$ -
Operations and Maintenance	\$ 37,312	\$ 27,744
Utilities	\$ 90,129	\$ 66,202
Chargebacks	\$ 220,561	\$ 160,343
Contracted Services	\$ 78,685	\$ 57,449
Exhibits - Foundation Funded	\$ 100,000	\$ 54,555

HIGHLIGHTS:

Revenues

Overall, revenues are on track given normal fluctuations in the exhibition schedule. Photo/film revenue is more unpredictable and is down year-to-date.

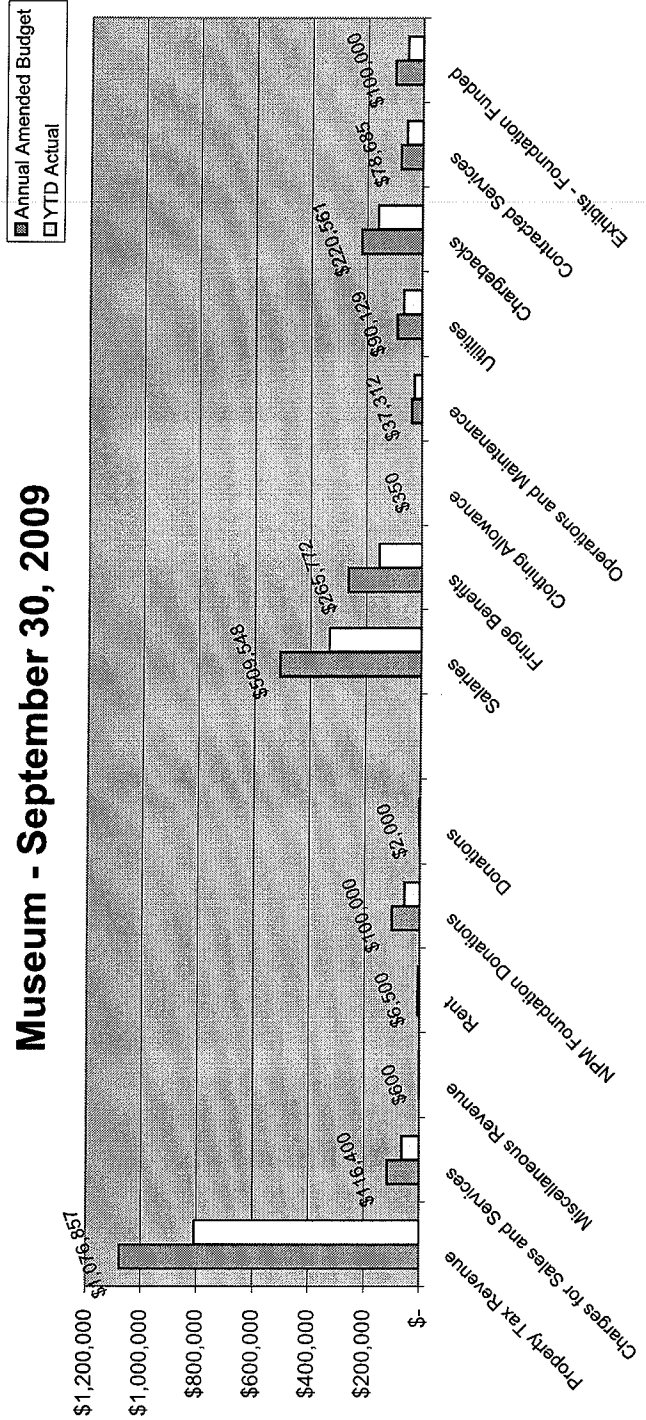
YTD Revenues = \$935,546

Expenses

Most categories are within budget. Salaries and fringe benefits are below budget due to a vacant Curator of History position (January through August).

YTD Expenditures = \$852,850

Museum - September 30, 2009



PRODUCTION *Brown Co* PRODUCTION

Museum Monthly Budget Report through Sept. 30, 2009

Summary

Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget Less YTD Transactions	% Used / Rec'd	Prior YTD Total
Fund: 100 - GE									
Revenues									
PTX - Property taxes	1,106,213.00	(29,356.00)	1,076,857.00	87,292.00	0.00	807,639.67	269,217.33	75%	747,684.00
CSS - Charges for sales and services	116,400.00	0.00	116,400.00	6,172.00	0.00	63,352.88	53,047.12	54%	60,419.79
MRV - Miscellaneous revenue	600.00	0.00	600.00	0.00	0.00	1,250.00	(650.00)	208%	1,750.00
RNT - Rent	6,500.00	0.00	6,500.00	485.00	0.00	5,175.00	1,325.00	80%	5,375.00
CTB - Contributions	102,000.00	0.00	102,000.00	50.81	0.00	58,128.41	43,871.59	57%	67,520.72
TRI - Transfer in	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
Revenue Totals:	\$1,331,713.00	(\$29,356.00)	\$1,302,357.00	\$93,999.81	\$0.00	\$935,545.96	\$366,811.04	72%	\$882,749.51
Expenditures									
PER - Personnel services	509,548.00	0.00	509,548.00	37,902.34	0.00	332,866.68	176,681.32	65%	359,205.53
FBT - Fringe benefits and taxes	265,772.00	0.00	265,772.00	18,480.59	0.00	153,689.78	112,082.22	58%	189,209.25
SRE - Salaries reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	(171.66)
EMP - Employee costs	350.00	0.00	350.00	0.00	0.00	0.00	350.00	0%	0.00
OPM - Operations and maintenance	37,312.00	0.00	37,312.00	1,114.41	0.00	27,744.03	9,567.97	74%	18,043.10
UTL - Utilities	90,129.00	0.00	90,129.00	7,136.31	0.00	66,202.04	23,926.96	73%	69,064.69
CHG - Chargebacks	249,917.00	(29,356.00)	220,561.00	17,813.17	0.00	160,343.36	60,217.64	73%	129,379.90
CON - Contracted services	78,685.00	0.00	78,685.00	6,281.79	0.00	57,449.19	21,235.81	100%	56,574.40
OTH - Other	100,000.00	0.00	100,000.00	0.00	0.00	54,555.07	45,444.93	55%	67,057.60
OUT - Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
Expenditure Totals:	\$1,331,713.00	(\$29,356.00)	\$1,302,357.00	\$88,728.61	\$21,189.51	\$852,850.15	\$428,317.34	67%	\$888,362.81
Revenue Total:	\$1,331,713.00	(\$29,356.00)	\$1,302,357.00	\$93,999.81	\$0.00	\$935,545.96	\$366,811.04	72%	\$882,749.51
Expenditure Total:	\$1,331,713.00	(\$29,356.00)	\$1,302,357.00	\$88,728.61	\$21,189.51	\$852,850.15	\$428,317.34	67%	\$888,362.81
Fund: 100 Net Total	\$0.00	\$0.00	\$0.00	\$5,271.20	(\$21,189.51)	\$82,695.81	(\$61,506.30)		(\$5,613.30)
Revenue Grand Total:									
Revenue Grand Total:	\$1,331,713.00	(\$29,356.00)	\$1,302,357.00	\$93,999.81	\$0.00	\$935,545.96	\$366,811.04	72%	\$882,749.51
Expenditure Grand Total:	\$1,331,713.00	(\$29,356.00)	\$1,302,357.00	\$88,728.61	\$21,189.51	\$852,850.15	\$428,317.34	67%	\$888,362.81
Grand Total:	\$0.00	\$0.00	\$0.00	\$5,271.20	(\$21,189.51)	\$82,695.81	(\$61,506.30)		(\$5,613.30)

Brown County
Museum

Budget Status Report

10/31/2009

	Annual	YTD
	Amended Budget	Actual
Property Tax Revenue	\$ 1,076,857	\$ 897,378
Charges for Sales and Services	\$ 116,400	\$ 68,351
Miscellaneous Revenue	\$ 600	\$ 1,250
Rent	\$ 6,500	\$ 5,365
NPM Foundation Donations	\$ 100,000	\$ 73,490
Donations	\$ 2,000	\$ 3,609
Salaries	\$ 509,548	\$ 391,405
Fringe Benefits	\$ 235,772	\$ 178,808
Clothing Allowance	\$ 350	\$ -
Operations and Maintenance	\$ 37,312	\$ 29,155
Utilities	\$ 90,129	\$ 71,793
Chargebacks	\$ 220,561	\$ 179,072
Contracted Services	\$ 78,685	\$ 66,356
Exhibits - Foundation Funded	\$ 100,000	\$ 73,490

HIGHLIGHTS:

Revenues

Overall, revenues are on track given normal fluctuations in the exhibition schedule. Photo/film revenue is more unpredictable and is down year-to-date.

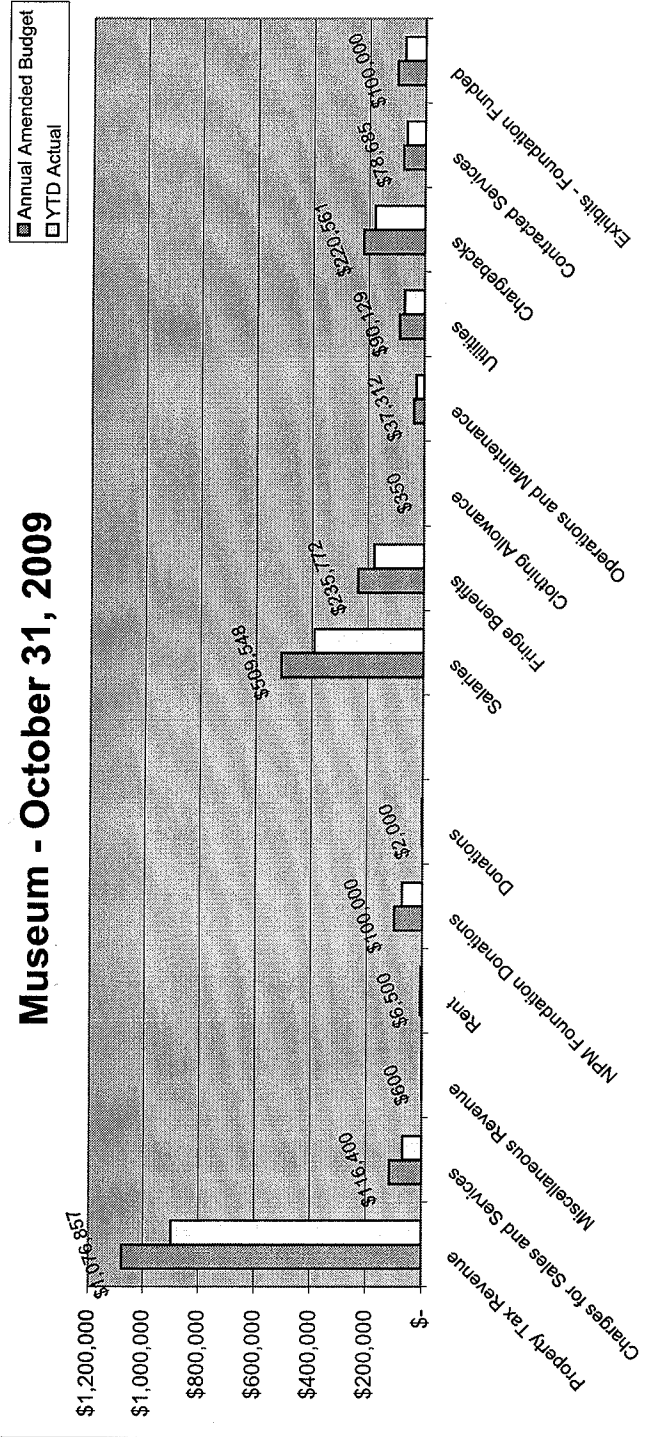
YTD Revenues = \$1,049,442

Expenses

Most categories are within budget. Salaries and fringe benefits are below budget due to a vacant Curator of History position (January through August).

YTD Expenditures = \$990,079

Museum - October 31, 2009



PRODUCTION *Brown Co* PRODUCTION

Museum Monthly Budget Report through October 31, 2009

Summary

Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget Less YTD Transactions	% Used / Rec'd	Prior YTD Total
Fund: 100 - GE									
Revenues									
PTX - Property taxes	1,106,213.00	(29,356.00)	1,076,857.00	89,738.00	0.00	897,377.67	179,479.33	83%	830,760.00
CSS - Charges for sales and services	116,400.00	0.00	116,400.00	4,997.87	0.00	68,350.75	48,049.25	59%	66,640.50
MRV - Miscellaneous revenue	600.00	0.00	600.00	0.00	0.00	1,250.00	(650.00)	208%	2,050.00
RNT - Rent	6,500.00	0.00	6,500.00	190.00	0.00	5,365.00	1,135.00	83%	5,835.00
CTB - Contributions	102,000.00	0.00	102,000.00	18,969.83	0.00	77,098.24	24,901.76	76%	133,535.58
TRI - Transfer in	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
Revenue Totals:	\$1,331,713.00	(\$29,356.00)	\$1,302,357.00	\$113,895.70	\$0.00	\$1,049,441.66	\$252,915.34	81%	\$1,038,821.08
Expenditures									
PER - Personnel services	509,548.00	0.00	509,548.00	58,538.71	0.00	391,405.39	118,142.61	77%	416,746.00
FBT - Fringe benefits and taxes	265,772.00	(30,000.00)	235,772.00	25,118.46	0.00	178,808.24	56,963.76	76%	213,799.08
SRE - Salaries reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	(171.66)
EMP - Employee costs	350.00	0.00	350.00	0.00	0.00	0.00	350.00	0%	0.00
OPM - Operations and maintenance	37,312.00	0.00	37,312.00	1,411.20	0.00	29,155.23	8,156.77	78%	20,815.83
UTL - Utilities	90,129.00	0.00	90,129.00	5,590.94	0.00	71,792.98	18,336.02	80%	75,665.42
CHG - Chargebacks	249,917.00	(29,356.00)	220,561.00	18,728.20	0.00	179,071.56	41,489.44	81%	142,276.46
CON - Contracted services	78,685.00	0.00	78,685.00	8,906.63	12,268.34	66,365.82	60.84	100%	62,198.32
OTH - Other	100,000.00	0.00	100,000.00	18,934.46	0.00	73,489.53	26,510.47	73%	133,072.46
OUT - Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
Expenditure Totals:	\$1,331,713.00	(\$59,356.00)	\$1,272,357.00	\$137,228.60	\$12,268.34	\$990,078.75	\$270,009.91	79%	\$1,064,401.91
Revenue Total:	\$1,331,713.00	(\$29,356.00)	\$1,302,357.00	\$113,895.70	\$0.00	\$1,049,441.66	\$252,915.34	81%	\$1,038,821.08
Expenditure Total:	\$1,331,713.00	(\$59,356.00)	\$1,272,357.00	\$137,228.60	\$12,268.34	\$990,078.75	\$270,009.91	79%	\$1,064,401.91
Fund: 100 Net Total	\$0.00	\$30,000.00	\$30,000.00	(\$23,332.90)	(\$12,268.34)	\$59,362.91	(\$17,094.57)		(\$25,580.83)
Revenue Grand Total:									
Revenue Grand Total:	\$1,331,713.00	(\$29,356.00)	\$1,302,357.00	\$113,895.70	\$0.00	\$1,049,441.66	\$252,915.34	81%	\$1,038,821.08
Expenditure Grand Total:	\$1,331,713.00	(\$59,356.00)	\$1,272,357.00	\$137,228.60	\$12,268.34	\$990,078.75	\$270,009.91	79%	\$1,064,401.91
Grand Total:	\$0.00	\$30,000.00	\$30,000.00	(\$23,332.90)	(\$12,268.34)	\$59,362.91	(\$17,094.57)		(\$25,580.83)

**Neville Public Museum Attendance and Admissions
October 2009**

Attendance												
Date	Day	Adult Adm	Child Adm	Free Child	Free Other (researchers, interns, etc.)	Free Friends Member	# Students	Free Time (Thursdays 6-8 pm)	Gift Shop Only (open limited hours)	Programs & Meetings	Total Attendance	Total Admission Revenue
1	Thurs	16	1	1	15	3	96	23	5	0	160	\$162
2	Fri	35	2	10	16	0	30		1	113	207	\$174
3	Sat	70	19	31	5	5	6		5	0	141	\$330
4	Sun	47	16	6	2	1	0		0	17	89	\$214
5	Mon	12	4	2	5	1	6		1	0	31	\$62
6	Tues	10	0	2	7	5	1		2	101	128	\$41
7	Wed	17	0	1	4	4	64		1	166	257	\$132
8	Thurs	21	3	6	13	5	163	29	1	184	425	\$253
9	Fri	35	4	3	15	1	37		0	68	163	\$185
10	Sat	31	12	9	5	7	0		1	0	65	\$148
11	Sun	34	7	15	3	0	0		0	0	59	\$150
12	Mon	34	2	10	4	8	0		1	0	59	\$140
13	Tues	13	1	3	4	2	0		6	91	120	\$54
14	Wed	21	1	5	2	0	16		1	144	190	\$98
15	Thurs	15	2	6	9	1	21	24	0	41	119	\$85
16	Fri	28	7	7	14	2	0		2	72	132	\$126
17	Sat	84	26	20	19	3	0		0	384	536	\$388
18	Sun	19	9	10	1	4	0		0	0	43	\$94
19	Mon	14	0	2	5	4	15		3	76	119	\$71
20	Tues	10	1	0	2	1	0		0	88	102	\$42
21	Wed	19	0	4	6	0	0		0	226	255	\$76
22	Thurs	16	1	5	12	8	71	35	0	130	278	\$137
23	Fri	13	0	5	11	3	14		0	67	113	\$66
24	Sat	49	11	16	9	0	11		1	0	97	\$229
25	Sun	19	9	7	1	2	0		0	0	38	\$94
26	Mon	15	1	12	2	0	0		1	19	50	\$62
27	Tues	10	0	1	7	0	3		1	64	86	\$43
28	Wed	13	1	5	3	3	173		7	180	385	\$227
29	Thurs	31	26	12	7	6	6	49	0	201	338	\$181
30	Fri	53	39	8	13	0	0		1	50	164	\$290
31	Sat	36	5	8	4	0	0		3	0	56	\$152
TOTAL		840	210	232	225	79	733	160	44	2,482	5,005	\$4,506
											7,222	\$6,630
											Visitors =	5,005
											Outreach =	0
											Grand Total Visitors & Outreach	5,005

GRANT APPLICATION REVIEW

Department: Museum Preparer: Rebecca Looney Date: 10/23/09Grant Title: Cataloging the Green Bay Press-Gazette negative collection Grantor Agency: Institute of Museum and Library ServicesGrant Period: 9/1/2010 to 8/31/2013 Grant # (if applicable): _____

Brief description of activities/items proposed under grant:

The Neville Public Museum of Brown County will catalog its Green Bay Press-Gazette negative collection of over 1 million negatives. Grant dollars will fund the hiring of two part-time limited term employees to catalog the collection and enter it into the museum's ARGUS collections management database and purchase computer equipment for these employees. Cataloging is an important step for preserving the collection and making it accessible to researchers. The negative collection is a sizeable portion of the museum's holdings and its cataloging is also a necessary step to ensure that the museum maintains its high professional standing.

Total Grant Amount: \$ 130,946 Yearly Grant Amount: \$ 45,516; 42,715; 42,715 Term of Grant: 3 YEARSIs this a new grant or a continuation of an existing grant? ☒ New ☐ Continuation

If a continuation, how long have we received the grant? _____

Are the activities proposed under the grant mandated or statutorily required? ☐ Yes ☒ NoWill the grant fund new or existing positions? ☒ Yes ☐ No If yes, explain:The grant will fund 2 new part-time employees for a term of 3 years to undertake the cataloging.Are matching resources required? ☒ Yes ☐ No If so, what is the amount of the match \$ \$131,409How will it be met? Staff salaries, fringe benefits and indirect costsExplain any ongoing cost to be assumed by the Cnty (ie, maint. costs, software licenses, etc.): noneExplain any maintenance of efforts once the grant ends: none

Budget Summary:

Salaries:	<u>165,851</u>
Fringe Benefits:	<u>50,377</u>
Operation and Maintenance:	_____
Travel/Conference/Training:	_____
Contracted Services:	_____
Outlay:	_____
Other (list): (equipment, supplies, indirect costs)	<u>46,127</u>
Total Expenditures:	<u>262,355</u>
Total Revenues:	<u>130,946</u>
Required County Funds:	<u>131,409</u>

APPROVALS

Egon Unbege
Signature of Department Head

Date: 10/26/09

Lynna VandenLangeberg
Signature of Director of Administration

Date: 10/26/09

Brown County

Library

Budget Status Report

9/30/2009

	Annual Budget	YTD Actual
Property Taxes	\$ 6,735,869	\$ 5,051,916
Intergov't Revenue	\$ 122,927	\$ 80,575
Charges for sales and services	\$ 318,580	\$ 229,094
Intergov't charges for services	\$ 1,537	\$ 1,257
Miscellaneous Revenue	\$ 7,400	\$ 3,116
Rent	\$ 103,602	\$ 75,829
Contributions	\$ 109,875	\$ 36,403
Transfer In	\$ 307,304	\$ -
Personnel services	\$ 3,050,270	\$ 2,218,558
Fringe benefits and taxes	\$ 1,484,451	\$ 1,022,294
Salaries reimbursement	\$ -	\$ (250)
Employee costs	\$ 1,530	\$ 663
Operations & Maintenance	\$ 1,583,840	\$ 1,174,124
Insurance Costs	\$ -	\$ -
Utilities	\$ 440,484	\$ 281,020
Chargebacks	\$ 874,576	\$ 578,018
Contracted services	\$ 120,961	\$ 67,885
Other	\$ 1,400	\$ 772
Outlay	\$ 149,582	\$ 35,780
Transfer Out	\$ -	\$ -

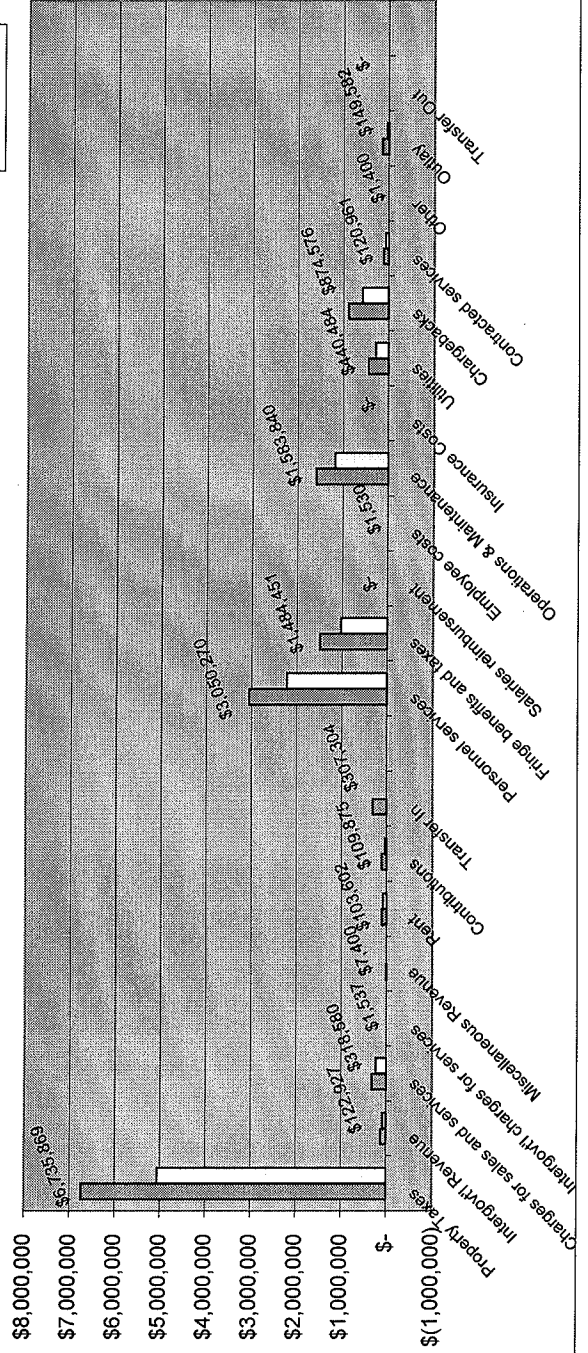
HIGHLIGHTS:

Revenues: Our donation revenue is currently below the projected amount.

Expenses: Our expenses are currently under budget for information services chargebacks and utilities. We also have a project for print management, wireless printing, E-commerce, and library automation that funds have not been expended yet.

Library - September 30, 2009

■ Annual Budget
□ YTD Actual



Brown County

Library

Budget Status Report

10/31/2009

	Annual Budget	YTD Actual
Property Taxes	\$ 6,735,869	\$ 5,813,240
Intergov't Revenue	\$ 122,927	\$ 90,520
Charges for sales and services	\$ 318,580	\$ 265,898
Intergov't charges for services	\$ 1,537	\$ 1,257
Miscellaneous Revenue	\$ 7,400	\$ 3,215
Rent	\$ 103,602	\$ 83,674
Contributions	\$ 109,875	\$ 59,532
Transfer In	\$ 307,304	\$ 14,996
Personnel services	\$ 3,050,270	\$ 2,465,482
Fringe benefits and taxes	\$ 1,484,451	\$ 1,138,244
Salaries reimbursement	\$ -	\$ (250)
Employee costs	\$ 1,530	\$ 663
Operations & Maintenance	\$ 1,583,840	\$ 1,289,089
Insurance Costs	\$ -	\$ -
Utilities	\$ 440,484	\$ 312,284
Chargebacks	\$ 874,576	\$ 656,146
Contracted services	\$ 120,961	\$ 85,243
Other	\$ 1,400	\$ 772
Outlay	\$ 149,582	\$ 35,780
Transfer Out	\$ -	\$ -

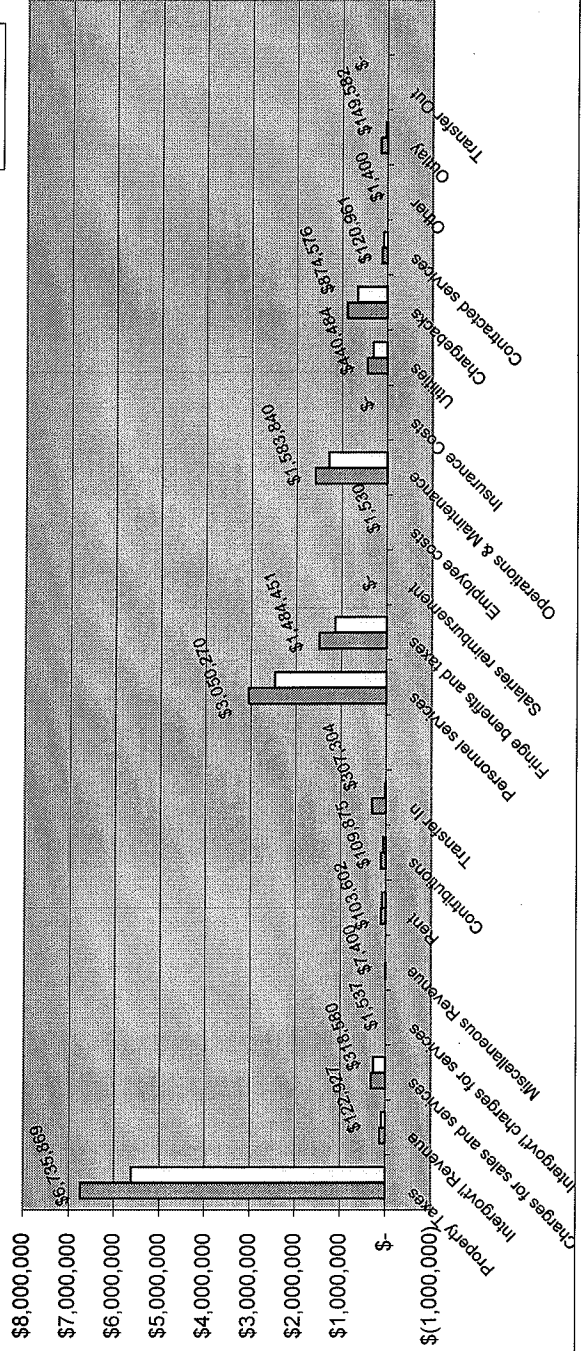
HIGHLIGHTS:

Revenues: Our donation revenue is currently below the projected amount.

Expenses: Our expenses are currently under budget for information services chargebacks and utilities. We also have projects for wireless printing, E-commerce, library automation, and a direct digital controller that funds have not been expended yet.

Library - October 31, 2009

■ Annual Budget
□ YTD Actual



BUDGET ADJUSTMENT REQUEST

<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input type="checkbox"/> Category 2	<input type="checkbox"/> a. Change in Outlay not requiring the reallocation of funds from another major budget classification. <input type="checkbox"/> b. Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	Library Board
<input type="checkbox"/> Category 3	<input type="checkbox"/> a. Reallocation between budget classifications other than 2b or 3b adjustments. <input type="checkbox"/> b. Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	Library Board
<input type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input checked="" type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	105.050.020.003.4302	State grant and aid revenue	\$20,939
<input checked="" type="checkbox"/>	<input type="checkbox"/>	105.050.020.003.5335	Software	\$20,939
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

Narrative Justification:

Request for budget adjustment for grant received in the amount of \$20,939 from Nicolet Federated Library System for the PC reservation project. This project was approved last year, but not implemented until this year.

[Signature]
[Signature]
 Signature of Department Head

Department: Library
 Date: 11/19/09

AUTHORIZATIONS

[Signature]
 Signature of Executive
 Date: 11/20/09

[illegible][illegible][illegible][illegible][illegible][illegible][illegible]

Attachment B
(Use of this form is required when submitting Bid)

BID Cost Sheet

Brown County Project #1382

Base Bid: \$ 35,645.00

Option 1 Bid: \$ 1,950.00 (Discharge Air Temp Sensor)

Cost per Hour for Additional Training
If Required Beyond 8 Hours: \$ 81.00

Lead time/Estimated completion time: Four (4) weeks

Vendor information:

Company Name: Energy Control & Design, Inc

Minority Business (Yes or No): (No)
For statistical purposes only

Woman Owned Business (Yes or No): (No)
For statistical purposes only

Contact/Project Manager: Bill Beachkofski

Address: 3137 N. Roemer City Appleton State WI

Phone: 920-739-6885 Fax: 920-739-0734 E-mail: bbeach@

Date: October 30, 2009 energycontroldesign.com

Comments:

Warranty: One (1) year warranty
on parts and labor.

Attachment C

**Addendum Acknowledgement
Receipt Schedule**

Brown County Project #1382

The undersigned acknowledges receipt of the following addendum:

Addendum #1 _____ Initials _____

Addendum #2 _____ Initials _____

Addendum #3 _____ Initials _____

Addendum #4 _____ Initials _____

The undersigned agrees with the following statement:

I have examined and carefully prepared the Bid/RFP from the plans and specifications and have checked the same in detail before submitting the Bid/RFP to Brown County. Attached is my listing of subcontractors along with their respective trades-if applicable.

Name W. A. Beaulieu
Signature

Date October 29, 2009

If this Bid/RFP is assigned a project number all vendors are responsible to check for addendums, posted on our web site at www.co.brown.wi.us, for this project prior to the due date. No notification will be sent when addendums are posted unless there is an addendum within three business days of Bid/RFP due date.

All vendors receiving initial notification of project and those who register as downloading the project off our web site will be notified, by Brown County, of all addendums issued with-in 3 business days prior to due date. If Bid/RFP has already been submitted, vendor is required to acknowledge receipt of addendum via fax or e-mail prior to due date. New Bid/RFP must be submitted by vendor if addendum affects costs.

Vendor's that do not have internet access are responsible to contact our purchasing department at 920-448-4039 to ensure receipt of addendums issued.

Bids/RFP's that do not acknowledge addendums may be rejected.

All Bids/RFP's submitted will be sealed. Envelopes are to be clearly marked with required information. Sealed Bids/RFP's that are opened by mistake due to inadequate markings on the outside may be rejected and returned to the vendor.

* No Addendums received.

** There will be no subcontractors.

ACORD CERTIFICATE OF LIABILITY INSURANCE		OP ID KA ENERG-2	DATE (MM/DD/YYYY) 06/11/09
PRODUCER Vincent Group - Little Chute P.O. Box 168 1776 E. Main Street Little Chute WI 54140 Phone: 920-788-3536 Fax: 920-788-3641		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED Energy Control Design, Inc. & GTR Leasing P. O. Box 12 Appleton WI 54912		INSURERS AFFORDING COVERAGE	NAIC #
		INSURER A: Cincinnati Insurance Company	10677
		INSURER B: MCIM (Michigan Construction	10998
		INSURER C: Industry Mutual)	
		INSURER D:	
		INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	ADD'L LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual Liab <input checked="" type="checkbox"/> Per Job GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	CPP0818685 INCL BLKT A.I. WAIVER OF SUBROGATION	03/23/07	03/23/10	EACH OCCURRENCE \$ 1000000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500000 MED EXP (Any one person) \$ 10000 PERSONAL & ADV INJURY \$ 1000000 GENERAL AGGREGATE \$ 2000000 PRODUCTS - COMP/OP AGG \$ 2000000
A		AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	CAA5860799	03/23/09	03/23/10	COMBINED SINGLE LIMIT (Ea accident) \$ 1000000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
A		EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> DEDUCTIBLE RETENTION \$0	CPP0818685	03/23/07	03/23/10	EACH OCCURRENCE \$ 5000000 AGGREGATE \$ 5000000 \$ \$
B		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	WC100-0012147	03/23/09	03/23/10	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 100000 E.L. DISEASE - EA EMPLOYEE \$ 100000 E.L. DISEASE - POLICY LIMIT \$ 500000
A		OTHER Hired/Leased Equip	CPP0818685	03/23/07	03/23/10	Phy Damag 35000 250 Ded

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

CERTIFICATE HOLDER 	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE Mark A Verhagen
-----------------------------------	--

IMPORTANT

If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

Request for Proposal (RFP)
For
Pre-Design Architectural Services
For
Central Library Renovation
Project # 1388



Response Deadline
January 21, 2010
4:00 p.m. Local Time
To:
Brown County Purchasing Department

Tentative Project Timeline

November 13, 2009	RFP Submitted to Library Board for Recommended Approval to issue
December 2, 2009	RFP Submitted to Ed and Rec Committee for Recommended Approval to issue
December 16, 2009	RFP Submitted to County Board for Approval to issue
December 22, 2009	RFP Posted
January 6, 2010	Pre-Proposal Meeting
January 11, 2010	RFP Questions from potential Vendors due to Purchasing Department
January 14, 2010	Answers to RFP questions posted to Brown County website via Addendum
January 21, 2010	RFP Responses due to Purchasing Department
January 22-29, 2010	RFP Review time for Selection Committee
February 1-5, 2010	Interviews if required by Selection Committee
February 8, 2010	Final Selection & Contract Award

GENERAL INFORMATION AND REQUIREMENTS

Brown County is requesting sealed proposals for an Architect to provide predesign services for the renovation of the Central Library.

Pre-Proposal Meeting

A non-mandatory pre-proposal meeting will be held on Wednesday, January 6, 2010 at 9:00 a.m. at the Central Library located at 515 Pine St., Green Bay, WI 54301. Vendors are to meet in the main entrance lobby area. All interested parties are strongly encouraged to attend.

Questions

- A. **All questions** related to this RFP **must be in writing** and received by the Brown County Purchasing Department no later than **3:00 p.m. local time, Monday, January 11, 2009** via e-mail to bc_administration_purchasing@co.brown.wi.us. Clearly mark the e-mail: "Questions for Predesign Services for Central Library Renovation, Project #1388".
Mailed, phone call and faxed questions will not be accepted.
- B. Answers to all written questions will be re-issued in the form of an addendum and entered on the Brown County Web site (<http://www.co.brown.wi.us/administration/Purchasing/Bids/RFP>) on **Friday, January 14, 2009 no later than 4:00 p.m. local time**. It is the responsibility of all interested vendors to access the web site for this information. Calls for assistance with the web site can be made to (920) 448-4039.

Insurance Requirements

Successful vendor must provide a Certificate of Insurance meeting the County requirements as stated in Attachment "E". The successful Proposer agrees that it will at all times during the term of the agreement, keep in force and effect insurance policies as outlined in Attachment "E".

Submission of Proposals

Proposals must be filed in the office of the Brown County Purchasing Department, no later than 4:00 p.m. local time Thursday, January 21, 2010. Proposals will not be accepted by fax or e-mail.

Proposals **must be stamped in** by the above due date and time per the electronic time stamp in the Purchasing Department. Proposals not stamped by the above due date and time will be rejected. Those wishing to submit proposals are encouraged to verify the time on the receiving stamp as this is the official time used for accepting all Proposals. Time discrepancies between wall clocks, watches, cell phones, etc. will not be honored. The official time stamp is the **only** time that will be used.

Delivery Address for Hand Delivery, UPS, DHL, Fed X, etc.:

Brown County Purchasing
305 E. Walnut St. 5th Floor
Green Bay, WI 54301

Delivery Address for USPS:

Brown County Purchasing
PO Box 23600
Green Bay, WI 54305-3600

Selection results will be posted on Brown County web site (<http://www.co.brown.wi.us/administration/Purchasing/Bids/RFP>) after a vendor selection has been made.

One (1) original proposal (marked as original) and five (5) additional exact copies (marked as copy) of the original proposal must be submitted. An authorized individual using an unduplicated original signature is required to sign the proposal. The proposals must be sealed and must be plainly marked in the lower left-hand corner of the envelope "Architect Services for Central Library, Project 1388". Failure to provide additional copies of the proposal or an improperly marked envelope *may* eliminate the proposal from consideration.

Written requests for withdrawal of proposals or any part thereof, is permitted any time prior to the scheduled due date and time.

All proposals submitted shall be binding for ninety (90) calendar days following the due date, unless the bidder(s), upon request of the County, agree to the extension.

Proposing company is responsible to check Brown County website regularly for Addenda.

Vendor shall provide the response to this RFP with major sections separated by tabs or dividers. A table of contents shall provide definition to the sections. The binder shall be of such size as to hold the materials comfortably, allowing the reviewer to turn the pages without tearing.

Proposals will be opened and recorded on January 22, 2010 in the Brown County Purchasing Department.

All potential vendor's, by submission of their respective proposals, agree to abide by the rules, regulations and procedures of Brown County. Brown County reserves the right to cancel any order or contract for failure of the successful vendor to comply with the terms, conditions and specifications of the bid/proposal and/or contract.

Proprietary Information

All restrictions on the use of data contained within a proposal and all confidential information must be clearly identified in the proposal and identified on the attached Designation of Confidential and Proprietary Information form found at attachment B. Proprietary information submitted in a proposal will be handled in accordance with applicable Wisconsin State Statutes.

Other Information

Vendor verification prior to award: Vendor's financial solvency may be verified through financial background checks via Dun & Bradstreet or other means prior to contract award. Brown County reserves the right to reject proposals based on information obtained through these background checks if it's deemed to be in the best interest of the County.

This proposal request does not commit Brown County to make an award nor be held liable for any costs incurred in replying to this Request for Proposal. The County reserves the right to reject any and all proposals and to select the proposal considered most advantageous to Brown County.

Brown County reserves the right to negotiate final contract terms with the successful vendor.

Brown County reserves the right to cancel any order or contract for failure of the successful vendor to comply with the terms, conditions and/or requirements of this Request for Proposals.

Successful vendor shall comply with all applicable local codes and shall obtain all necessary permits.

Independent Contractor

The successful Proposer and its employees will at times act and perform as and be considered an Independent Contractor and in no sense shall they be considered employees, agents or volunteers of Brown County.

Nondiscrimination

In connection with the performance of work under this agreement, the successful Proposer agrees not to discriminate against any employees, applicant for employment, or actual or potential recipients of services because of age, race, religion, color, marital status, sexual orientation, sex, handicap, as defined in Section 504 and the American with Disabilities Act (ADA) developmental disability, or national origin.

Attachments

- A. Scope of Work
- B. Designation of Confidential and Proprietary Information
- C. Addendum Acknowledgement
- D. Appeals
- E. Insurance Requirements

Attachment A

Scope of Work Brown County Project #1388

1. Scope of Work

a. General

The Architect shall develop a predesign for the renovation of the Central Library. The predesign shall include floor plans, recommended building and site upgrades, and a project cost estimate. The predesign will provide the necessary spaces for current library programs and functions and anticipated future needs.

b. Space Plan

The Architect shall analyze the space program plan as developed in the Space Needs Analysis and confirm or modify the space program plan to ensure adequate space for library services. The Space Needs Analysis can be found on the Library's website under "About" at www.browncountylibrary.org.

c. Floor Plans

The Architect shall develop an updated floor plan based on a thorough review and analysis of the Central Library Space Needs Analysis and interviews with Library and Brown County Personnel. Details of the space needs analysis can be found on the Library's website under "About" at www.browncountylibrary.org. The floor plans shall provide for modern Library processes, efficient Library operations, and excellence in customer service. The floors plan shall assign adequate space for current needs as well as room for growth for all Library programs and support functions.

d. Building Systems

The Architect shall develop recommendations for upgrade for all applicable building systems based on a thorough review and analysis of the Brown County Central Library Engineering Assessment, tours of the Central Library, and interviews with Library and Brown County personnel. Details of the engineering assessment can be found on the Library's website under "About" at www.browncountylibrary.org. The improvements shall provide a modern Library with highly efficient energy systems and an expected life cycle of 30 to 40 years.

e. Site and Landscaping Plan

The predesign shall include an updated site and landscaping plan with emphasis on sustainable practices for all areas not covered in the 2009 Central Library Park Landscaping Plan.

f. Design Requirements

- i. The predesign shall insure that the renovated facility meets all Federal, State, and Local code requirements including ADA requirements.

- ii. The renovation shall be designed to meet Brown County Library Sustainability goals.
 1. The renovation shall be designed to meet LEED Silver design criteria.
 2. Day lighting shall be a high priority.
 3. Energy Star certification shall be a high priority.
 4. The renovation shall be designed for energy efficiency goals of 25% better than state codes.
 5. The renovation shall provide for geothermal and/or solar hot water and/or PV options.
- iii. The predesign shall provide adequate spaces for Central Library programs and support functions, Centralized Services, and Regional Library functions
 1. Central Library Programs and support functions
 - a. In addition to a large collection of books and media, the following operations and services are performed and provided to Brown County citizens at the Central Library:
 - i. Circulation
 - ii. Reference
 - iii. Children's
 - iv. Teens'
 - v. Adult
 - vi. Story time and other program events for all ages
 - vii. Public Meeting Rooms, including a 300 seat auditorium
 - viii. Computers/Internet and
 - ix. Magazine Services
 2. Centralized Services
 - a. The Central Library is also headquarters for nine libraries and one bookmobile. Space provided for services centralized include:
 - i. Technical Services and Processing
 - ii. Administration
 - iii. Publicity and Press Relations
 - iv. Facility Maintenance and Repair Shop
 - v. Web Development
 - vi. Local History and Genealogy
 - vii. Sorting, check-in and packaging for delivery of books and library materials to branches and other libraries
 - viii. Bookmobile Garage with additional room for a van and pickup truck
 - ix. Friends of the Library book sale storage space
 3. Regional Library Functions
 - a. The library houses on the third floor:
 - i. The regional library system offices
 - ii. The regional system Interlibrary loan department
- iv. The predesign shall also include recommended upgrades and or replacements to building systems and infrastructure.

1. Design to include upgrades and/or replacement of Mechanical systems.
 - a. Plan to include Geothermal and/or solar hot water options.
 - b. Plan to include cost effective options for existing Boiler and Chiller units.
 - c. Plan to include recommendations for air handling system improvements.
2. Design to include upgrade of lighting system.
 - a. All lighting additions or modifications to be designed for high energy efficiency.
 - b. Day lighting to be recommended where/if feasible.
 - c. Lighting controls to be provided as needed to effectively manage daylight areas.
3. Design to include installation of a modern Building Control System to insure effective use of energy systems through out the Library.
4. Design to include upgrade plumbing fixtures and/or appliances.
 - a. All additions or modifications should be designed for low flow or waterless as applicable.
5. Design shall include upgrade or replacement of (3) Library elevators.
6. Design to include investigation of building envelope improvement where feasible and recommendations for window and skylight systems.
7. Design shall include upgrade or replacement of electrical service and distribution system.
 - a. Plan to include PV options
8. Design to include upgrade or replacement of fire protection system as needed to bring the system up to code.
9. Design to provide door plan that includes:
 - a. Card Access doors (2) locations, Key Access doors at (1) location, Exit only doors at (3) locations, Overhead doors at (1) location.
10. Design to include security camera system.
 - a. Four exterior cameras - Pine Street entrance (1), Parking Lot entrance (1), and Children exits (2)
 - b. Interior cameras at each public restroom entrance (currently 3) and the main foyer (1)
 - c. Cameras to be compatible with County wide IP system.
11. Design to include cabling (Cat 6) for information services of voice, video, and data applications.
12. Design to include a roofing plan. A green vegetated roof is to be investigated for feasibility with pros/cons explained.

13. Architect to recommend other building system upgrades or additions that are necessary to efficiently carry out Library mission and programs.

- v. Design to include new building signage including exterior building signs and interior service, office, and support area signs.

g. Project Estimate

- i. The Architect shall provide a project estimate that includes all costs required to complete the renovation of the Central Library.
- ii. The estimate shall include all architect, engineering, and consultant fees and expenses, and all construction costs, owner costs, recommended FFE and recommended contingency.
- iii. The estimate shall also include all additional fees required to obtain LEED Silver certification including administration, design, construction, commissioning, and application fees.
- iv. The project estimate should include the following options:
 - 1. Geothermal HVAC System
 - 2. Solar Hot Water System
 - 3. Photo Voltaic
- v. The estimate shall be based on a CMAR delivery method.
- vi. The initial estimate shall be based on a planned construction start date of June 2012.
- vii. A second estimate shall be provided based on a planned construction start date of June 2014.

h. Project Schedule

- i. The Architect shall develop and provide a project schedule which addresses all design and engineering, CMAR, Bid and Award of subcontracts, commissioning, and construction tasks.

2. Predesign Proposal

- a. The Architect shall include in the Predesign Proposal:
 - i. List and description of deliverables
 - ii. Schedule for Predesign tasks and milestones including in-process reviews at owner's site and formal presentations at owner's site
 - iii. Fees for Architectural, Engineering, and Consultant services and reimbursable expenses

3. Deliverables

- a. The Architect shall submit all Predesign Deliverables to Brown County Purchasing.
- b. The Architect shall make a formal Predesign presentation to the County Selection Team and the Library Board and the County Board (if requested).

4. Qualifications

- a. Design Team
 - i. Design Services offered

- ii. Design Experience with Public Libraries of similar size
- iii. Renovation experience with Public Libraries of similar size
- iv. LEED Project experience
- v. Renewable Energy experience
- vi. CMAR Delivery Method experience
- vii. Key Staff assigned to project
 - 1. Licenses and Special Training
 - 2. Related experience
- b. Consultants
 - i. Public Library Experience
- c. Cost Estimating history comparing budget and completed project costs for similar facilities designs
- d. References

5. Selection

- a. A Selection Committee shall be established by the County. Purchasing will facilitate the meeting.
- b. Scoring of the proposals will be based on the following:
 - i. Experience in designing the construction of new or renovation of existing Libraries of similar size (40 %)
 - ii. Experience in designing the construction of new or renovation of existing Libraries using LEED design criteria (10%)
 - iii. Experience in designing Library using renewable energy sources (5%)
 - iv. Experience in designing for a CMAR delivery method (5%)
 - v. Price (40%)
- c. Bidders selected for interviews shall be made based on a weighted point system.
- d. Information submitted will be reviewed and candidates may be scheduled to appear before an interview panel to present their materials. Brown County reserves the right to meet with only a select group of candidates that best meet the requirements listed in this RFP. Those appearing for an interview shall be prepared to discuss their proposal. If invited for an interview, scoring will revert back to zero and new scoring documents will be developed for the interview.
- e. Final selection will be determined after review of information provided during the interviews and check of references.

The following is a summary of the proposal evaluation factors and the point value assigned to each. These factors will be used in the evaluation of the individual proposals. Points will be awarded on the basis of the following factors:

Specifications	Points
1. Experience in designing with existing libraries of similar size	40
2. Experience in designing using LEED design criteria	10
3. Experience in designing using renewable energy sources	5
4. Experience in designing for a CMAR delivery method	5
5. Price	40
Total Points	100

Attachment B

Designation of Confidential and Proprietary Information Brown County Project #1388

The attached material submitted in response to project #1388 includes proprietary and confidential information which qualifies as a trade secret, as provided in s. 19.36(5) Wis. Stats., or is otherwise material that can be kept confidential under the Wisconsin Open Records Law. As such, we ask that certain pages, as indicated below, of this bid/proposal response be treated as confidential material and not be released without our written approval.

Prices always become public information when bids/proposals are opened, and therefore cannot be kept confidential.

Blanket labeling of confidential/proprietary information in headers/footers of documents will not be considered as confidential/proprietary.

Information cannot be kept confidential unless it is a trade secret. Trade secret is defined in s. 134.90(1) (c), Wis Stats. as follows: "Trade secret" means information, including formula, pattern, compilation, program, device, method, technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

We request the following pages not be released

Section	Page #	Topic

IN THE EVENT THE DESIGNATION OF CONFIDENTIALITY OF THIS INFORMATION IS CHALLENGED, THE UNDERSIGNED HEREBY AGREES TO PROVIDE LEGAL COUNSEL OR OTHER NECESSARY ASSISTANCE TO DEFEND THE DESIGNATION OF CONFIDENTIALITY AND AGREES TO HOLD BROWN COUNTY HARMLESS FOR ANY COSTS OR DAMAGES ARISING OUT OF THE COUNTY'S AGREEING TO WITHHOLD THE MATERIALS.

Failure to include this form in the bid/proposal response may mean that all information provided as part of the bid/proposal response will be open to examination and copying. The County considers other markings of confidential/proprietary in the bid/proposal document to be insufficient. The undersigned agrees to hold the County harmless for any damages arising out of the release of any materials unless they are specifically identified above.

Company Name _____

Authorized Representative _____
Signature

Authorized Representative _____
Type or Print

Date _____

Attachment C

**Addendum Sheet
Brown County Project #1388**

The undersigned acknowledges receipt of the following addendum:

Addendum #1 _____	Initials _____
Addendum #2 _____	Initials _____
Addendum #3 _____	Initials _____
Addendum #4 _____	Initials _____
Addendum #5 _____	Initials _____

The undersigned agrees with the following statement:

I have examined and carefully prepared the Bid/RFP from the plans and specifications and have checked the same in detail before submitting the Bid/RFP to Brown County. Attached is my listing of subcontractors along with their respective trades-if applicable.

Name _____
Signature _____

Date _____

If this Bid/RFP is assigned a project number all vendors are responsible to check for addendums, posted on our web site at www.co.brown.wi.us, for this project prior to the due date. No notification will be sent when addendums are posted unless there is an addendum within three business days of bid due date.

All vendors receiving initial notification of project and those who register as downloading the project off our web site will be notified, by Brown County, of all addendums issued with-in 3 business days prior to due date. If Bid/RFP has already been submitted, vendor is required to acknowledge receipt of addendum via fax or e-mail prior to due date. New Bid/RFP quote must be submitted by vendor if addendum affects costs.

Vendor's that do not have internet access are responsible to contact our purchasing department at 920-448-4039 to ensure receipt of addendums issued.

Bids/RFP's that do not acknowledge addendums may be rejected.

All Bids/RFP's submitted will be sealed. Envelopes are to be clearly marked with required information. Sealed Bids/RFP's that are opened by mistake due to inadequate markings on the outside may be rejected and returned to the vendor.

Attachment D

Appeals Project #1388

To: Vendors
RE: Brown County Appeals process

An appeal refers to a written request from a vendor for reconsideration of vendor selection on either a Bid/RFP.

Appeals may be submitted for the following purchases:

- a) The item is a public work project bid under Section 55.52 (29) and 66.29 of the Wisconsin Statutes, or
- b) The item price is \$5000 or more or the total order is \$10,000 or more, and
- c) Vendor selection was based on factual errors, or
- d) The lowest price vendor was not selected, or
- e) Failure by the county or its agents to adhere to the county's policies and procedures or other legal requirements.

Appeals shall be submitted in writing and should specify the factual error or policy, procedure or other legal requirement which has been violated. Vendor appeals are to be submitted to the Internal Auditor within 72 hours of receipt of rejection letter. Appeals not containing the necessary information or not filed on a timely basis shall be rejected by the Internal Auditor.

If the Internal Auditor determines that an appeal is valid, an appeals hearing shall be convened. A decision on all appeals will be rendered within 5 working days of the date upon which the request for appeal was received. All decisions of the Appeals Committee or Executive Committee shall be final.

Submit to: Brown County Internal Auditor
P.O. Box 23600
Green Bay, WI. 54305-3600.

Insurance Requirements Project #1388

Vendor hereby agrees to release, indemnify, defend and hold harmless Brown County, their officials, officers, employees and agents from and against all judgments, damages, penalties, losses, costs, claims, expenses, suits, demands, debts, actions and/or causes of action of any type or nature whatsoever, including actual and reasonable attorney fees, which may be sustained or to which they may be exposed, directly or indirectly, by reason of personal injury, death, property damage, or other liability, alleged or proven, resulting from or arising out of the performance under this agreement by contractor, its officers, officials, employees, agent or assigns. Brown County does not waive, and specifically reserves, its right to assert any and all affirmative defenses and limitations of liability as specifically set forth in Wisconsin Statutes, Chapter 893 and related statutes.

Vendor, Contractor, Tenant, Provider, Organization or other (will be referred as Outside Contractor) shall provide and maintain at its own expense during the term of their agreement, the following insurance policies covering its operations hereunder are minimum requirements. Such insurance shall be provided on a primary basis by insurer(s) financially solvent and authorized to conduct business in the State of Wisconsin.

- (1) Worker's Compensation Insurance and Employers Liability.
State Statutory workers' compensation Limits
Employer Liability, \$100,000 each accident.
- (2) Comprehensive General Liability (Occurrence Form).
 - Products and Completed Operations
 - Personal Injury and Advertising Liability
 - Independent Contractors/ProtectiveLimits of Insurance \$1,000,000 per occurrence
 \$1,000,000 aggregate
- (3) Business Automobile Liability. Business Automobile Liability covering all owned, hired,
and non-owned vehicles.
Limits of Insurance \$1,000,000 per occurrence for bodily injury and
 property damage.
- (4) Excess/Umbrella Liability
Limit of Insurance \$1,000,000 per occurrence

The Outside Contractor agrees that the General Liability and Automobile Liability insurance policies shall be endorsed to name Brown County as additional insured's as respects: liability arising out of activities performed by or on behalf of the vendor/contractor: products and completed operations of

vendor/contractor; premises owned, occupied or used by vendor; or automobiles owned, leased, hired or borrowed by vendor. The coverage shall contain no special limitations on the scope of protection to the County.

Subcontractor

Subcontractors of the Outside Contractor shall also be in compliance with these requirements, including but not limited to, the submittal of a Certificate of Insurance that meet the same requirement outlined for the Outside Contractor.

Wavier of Subrogation

Insurers shall waive all subrogation rights against Brown County on all policies required under this requirement.

Cancellation Notice

Brown County will be given 30 days notice in advance of cancellation, non-renewal, or material change in coverage.

Proof of Insurance

A valid Certificate of Insurance shall be issued to "Brown County" prior to commencement of work and meeting the requirements listed to avoid any interruption of normal business services and transactions. Certificates must bear the signature of the insurer's authorized representative.

The insurance certificate must be issued by companies licensed to do business in the State of Wisconsin or signed by an agent by the State of Wisconsin.

The certificates of insurance shall include a provision prohibiting cancellation of said policies except upon 30 days prior written notice to the County.

The certificates of insurance shall include reference to the contract name or RFP number in the description section of the certificate.

The certificate of insurance will be delivered to Brown County prior to the execution of the contract.

Brown County
Department of Administration
P.O. Box 23600
305 E. Walnut Street
Green Bay, WI 54305-23600

Questions

If any of the insurance requirements cannot be met, please contact the Brown County Human Resource Risk Administration to explain what coverage's you are unable to obtain on your policy. Please provide information on what contracts you are bidding on or currently hired to work on.

Special considerations will be given if the required amounts cannot be met. This will only take place after an insurance wavier form is completed.

**** Brown County shall be named as an additional insured with respects to liability coverage's other than professional liability and will be given 30 days notice in advance of cancellation, non-renewal, or material change in coverage. A certificate of insurance evidencing such coverage's shall be placed on file with the County prior to commencement of work under this contract.****

BUDGET ADJUSTMENT REQUEST

<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input checked="" type="checkbox"/> Category 2	<input type="checkbox"/> a. Change in Outlay not requiring the reallocation of funds from another major budget classification. <input checked="" type="checkbox"/> b. Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Executive County Board
<input type="checkbox"/> Category 3	<input type="checkbox"/> a. Reallocation between budget classifications other than 2b or 3b adjustments. <input type="checkbox"/> b. Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Executive County Board
<input type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.062.001.6110.020	Outlay – Equipment	\$45,500
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.062.001.6190	Disposition of Fixed Assets	\$10,000
<input type="checkbox"/>	<input checked="" type="checkbox"/>	100.062.001.5308.100	Vehicle/Equipment – Gas, Oil	\$13,500
<input type="checkbox"/>	<input checked="" type="checkbox"/>	100.062.001.5501	Utilities – Electric	\$10,000
<input type="checkbox"/>	<input checked="" type="checkbox"/>	100.062.001.5502	Utilities – Gas, Oil, Etc.	\$2,000
<input type="checkbox"/>	<input checked="" type="checkbox"/>	100.062.001.5708	Professional Services	\$10,000

Narrative Justification:

This transfer will place \$45,500 into Outlay Equipment for the purchase of an 11-foot mower that is needed to replace an existing 16-foot mower that hasn't suited our department needs (mower will be traded in) and to partially fund a wind turbine to be erected at Bay Shore Park. Remaining funding for wind turbine will be through EECBG block grant and Focus on Energy grants.

Budget under runs will be taken from gas/electric utility accounts (\$12,000), vehicle/equipment fuel (\$13,500), professional services (\$10,000) and \$10,000 will be utilized from the sale of fixed assets which is an expense account that gets refunded from sales of county property.

AUTHORIZATIONS

W E Druehl
 Signature of Department Head
 Department: Fire & Public Works
 Date: 11/17/09

Tom Harty
 Signature of Executive
 Date: 11/20/09

Brown County

Parks

Budget Status Report

9/30/2009

	Annual Budget	YTD Actual
Personnel Services	\$ 860,129	\$ 645,102
Fringe Benefits and Taxes	\$ 392,780	\$ 251,618
Salaries Reimbursement	\$ -	\$ -
Employee Costs	\$ 5,380	\$ 2,841
Operations & Maintenance	\$ 376,901	\$ 279,217
Utilities	\$ 147,792	\$ 90,255
Chargebacks	\$ 196,431	\$ 151,581
Contracted Services	\$ 117,700	\$ 90,513
Other	\$ 18,000	\$ 18,000
Outlay	\$ 219,600	\$ 40,896
Transfer Out	\$ 10,000	\$ -
Property Taxes	\$ 1,412,338	\$ 1,059,251
Intergovernmental	\$ 163,575	\$ 47,600
Charges For Sales and Service	\$ 189,600	\$ 181,074
Miscellaneous Revenue	\$ 18,450	\$ 16,342
Rent	\$ 348,950	\$ 300,564
Charges to County Departments	\$ 111,300	\$ 88,531
Transfer In	\$ 90,500	\$ 10,000

HIGHLIGHTS:

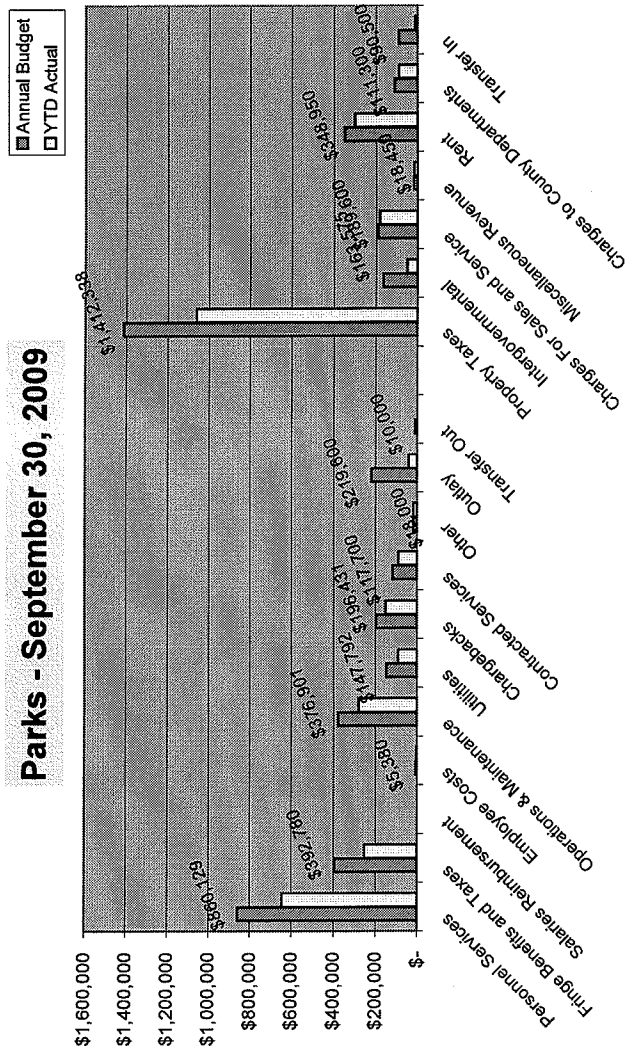
Expenditure and revenues on track to meet year end budget goals

Expenses:

Total expenses to date: \$1,570,025

Revenues:

Total revenues to date: \$1,703,363

Parks - September 30, 2009

Director's Report

Facility & Park Management

October 2009

Marv Hanson

Fairgrounds

- Park security, Park inventory & daily campground monitoring
- Winterized Park & restrooms
- Process maintenance work orders
- Filled all barns for winter storage
- Install electrical pedestals along west end of property
- Lawn aeration of infield area

Neshota Park

- Cleaning, security checks and Park inventory
- Install trail & horse trail fee lock box
- Mowed trail system
- Host weekly shelter reservations
- Winterized

Way-Morr Park

- Cleaning, security checks and Park inventory
- Host weekly shelter reservations
- Laid first coat of asphalt for parking lot project
- Winterized restroom and water lines
- Planted scrubs & no-mow grass seed around parking lot project

Lily Lake

- Cleaning, security checks and Park inventory
- Boat launch collection and enforcement
- Host weekly shelter reservations
- Installed lake aerator for the winter
- Winterized

Wrightstown Park

- Cleaning, security checks and Park inventory
- Boat launch collection and enforcement
- Weekly grass cutting and grounds maintenance
- Removed boat launch dock for the winter

Fonferek Glen

- Cleaning, security checks and Park inventory
- Monthly sign inventory checklist

Matt Kriese

Barkhausen

- Ongoing safety meetings
- Boardwalk extension work
- Night hike set up for public programs
- Two Eagle Scouts completed their work
- Winterized drinking fountain
- Rifle range support
- Grounds and trail mowing
- Archibus preventative maintenance
- Ongoing discussions of energy efficiencies

Special Events or Programs

- Hosted Green Bay Duck Club and Brown County Conservation Alliance Meetings
- Girl Scout prairie seed picking 60 volunteers 120 volunteer hours
- School group outdoor education programming 764 attendees
- After school programming 32 attendees

Suamico Boat Launch

- Pass collection and enforcement
- Grounds mowing and general upkeep
- Met with the donor of a bench that will be installed at the landing
- Restroom building maintenance

Fox River Trail

- Weekly trail inspections
- Maintain dog waste stations
- Pass collection and enforcement
- Ongoing trail blowing
- Cut tree roots along 200' of trail shoulder
- Replaced 97' of asphalt due to damage from tree roots
- Winterized drinking fountains
- Adopt-A-Group clean ups 42 attendees 84 volunteer hours

Mountain-Bay Trail

- Weekly trail inspections
- Snowmobile clubs installed bridge boards to protect decking from snowmobile damage
- Installed nearly 300' of fencing along trail shoulder near Cardinal Lane
- Winterized drinking fountain
- Installed extra support beams to large trail signs
- Adopt-A-Group clean ups 55 attendees 110 volunteer hours

Devil's River Trail

- Trail inspection as necessary

Rick Ledvina

Bay Shore Park

- Continued to cut up downed wood for sales in campground
- The work crew stained several tables, organized the shop and prepared everything for closing
- The entire Park was shut down for the season

Brown County Park/Pet Exercise Area

- Security checks of the facility on a regular basis to maintain the integrity of the Park
- The Park is used consistently with dog users every day

Pamperin Park

- Rentals continue to be solid with several days of multiple wedding photography sessions
- We started cleaning up the yard and that will take a couple of weeks
- The seasonal equipment was winterized and stored

VandeHei Property

- Security checks of the facility on a regular basis to maintain the integrity of the Park

Wequiock Falls

- Security checks of the facility on a regular basis to maintain the integrity of the Park
- The Park was winterized and shut down for winter

Brown County Golf Course Ski Trails

- We brought out the kiosk, ski rack and bench in preparation of the ski season

Jon Rickaby

Reforestation Camp

- Completed 53 work orders
- Mowing and inspections of all trails
- Trailhead mowing and upkeep for bike and horse trails
- Rental upkeep, customer service and cleaning
- Staffing for the Zoo, Zoo Boo parking, security and cleaning
- Pass collections
- Park and Zoo building cleaning
- Picnic table maintenance and hauling
- Winterizations for the Park and Zoo
- Creation & renovation of new trail section for the ski trails
- All Park and Zoo preventatives
- Building inspections
- Extinguisher inspections
- Storm clean up on all trails
- Furnace & security preventatives
- Planted 20 trees around the Zoo Mayan building
- Moved Zoo permanent umbrellas to the new Mayan building area
- Seeded the giraffe yard
- Cut the Zoo tall prairie and removed the debris
- Contracted and provided oversight of Zoo asphalt repairs
- Animal freezer repairs
- Lion enrichment device installation
- Llama exhibit dormant seeding
- Completion of new siding, oversight of the work

Rifle Range

- Administration, maintenance and upkeep
- Open to the public on Saturdays and Sundays

Brown County
NEW Zoo
Budget Status Report

9/30/2009

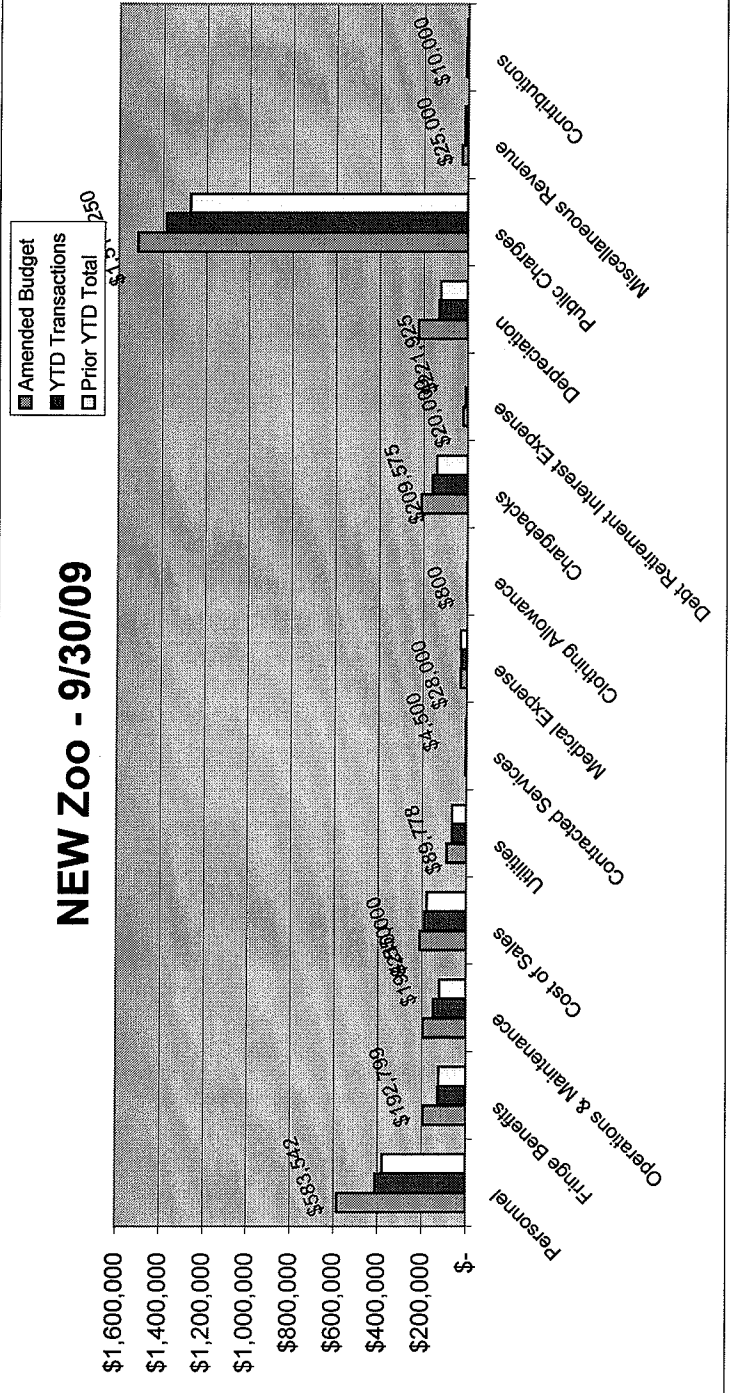
	Amended Budget	YTD Transactions	Prior YTD Total
Personnel	\$ 583,542	\$ 409,347	\$ 377,667
Fringe Benefits	\$ 192,799	\$ 126,290	\$ 123,545
Operations & Maintenance	\$ 194,550	\$ 148,731	\$ 120,642
Cost of Sales	\$ 210,000	\$ 189,041	\$ 177,556
Utilities	\$ 89,778	\$ 63,671	\$ 63,221
Contracted Services	\$ 4,500	\$ 3,499	\$ 2,211
Medical Expense	\$ 28,000	\$ 25,057	\$ 28,549
Clothing Allowance	\$ 800	\$ 820	\$ 364
Chargebacks	\$ 209,575	\$ 160,434	\$ 140,246
Debt Retirement Interest Expense	\$ 20,000	\$ 9,287	\$ 585
Depreciation	\$ 221,925	\$ 128,735	\$ 121,618
Public Charges	\$ 1,514,250	\$ 1,382,176	\$ 1,272,389
Miscellaneous Revenue	\$ 25,000	\$ 13,439	\$ 14,018
Contributions	\$ 10,000	\$ 8,041	\$ 4,894

HIGHLIGHTS:

Expenses: All cost categories are within budget. Some show a reflection of seasonality based on Zoo business as well as carryover adjustments from 2009.

Revenues: Zoo Programs and Zoo Passes have already exceeded budget targets. All other revenue categories are up considerably in comparison to the prior year except Gift Shop.

NEW Zoo - 9/30/09



PRODUCTION *Brown Co.* PRODUCTION Zoo Monthly Budget Report through 9/30/2009

Detail

Account Number	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget Less YTD Transactions	Used / Rec'd	%	Prior YTD Total
Fund: 640 - New Zoo										
Revenues										
IGV - Intergovernmental										
4303 - Local grant revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	+++	0.00
IGV Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	+++	\$0.00
CSS - Charges for sales and services										
4600.705 - Charges and fees - Daily	682,750.00	0.00	682,750.00	64,341.99	0.00	642,289.54	20,460.46	97%	97%	618,119.00
4600.783 - Charges and fees - Event parking	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	+++	26.78
4601.004 - Sales - Vending machine	150,000.00	0.00	150,000.00	15,934.52	0.00	154,144.80	(4,144.60)	103%	103%	136,430.70
4601.770 - Sales - Passes	120,000.00	0.00	120,000.00	7,273.00	0.00	134,658.60	(14,658.60)	112%	112%	110,118.00
4601.771 - Sales - Programs	14,000.00	0.00	14,000.00	175.00	0.00	16,884.22	(2,884.22)	121%	121%	13,151.00
4601.772 - Sales - Special events	90,000.00	0.00	90,000.00	1,208.00	0.00	26,214.05	63,785.95	29%	29%	7,797.57
4601.773 - Sales - Gift shop	262,600.00	0.00	262,600.00	16,858.13	0.00	213,436.35	49,063.65	81%	81%	215,189.25
4601.774 - Sales - Concessions and Food	215,000.00	0.00	215,000.00	16,925.85	0.00	184,548.57	20,451.43	90%	90%	171,556.44
CSS Total:	\$1,514,250.00	\$0.00	\$1,514,250.00	\$122,716.49	\$0.00	\$1,382,175.93	\$132,074.07	91%	91%	\$1,272,388.74
MRV - Miscellaneous revenue										
4600 - Miscellaneous	25,000.00	0.00	25,000.00	593.40	0.00	13,438.65	11,561.35	54%	54%	14,017.60
MRV Total:	\$25,000.00	\$0.00	\$25,000.00	\$593.40	\$0.00	\$13,438.65	\$11,561.35	54%	54%	\$14,017.60
CTB - Contributions										
4901 - Donations	10,000.00	0.00	10,000.00	842.08	0.00	7,988.03	2,011.97	80%	80%	4,883.87
4901.700 - Donations - Conservation	0.00	0.00	0.00	8.10	0.00	53.11	(53.11)	+++	+++	0.00
CTB Total:	\$10,000.00	\$0.00	\$10,000.00	\$850.18	\$0.00	\$8,041.14	\$1,958.86	80%	80%	\$4,893.87
IE - Interest & Investment earnings										
4905 - Interest	200.00	0.00	200.00	305.92	0.00	2,501.61	(2,301.61)	96%	96%	1,738.62
IE Total:	\$300.00	\$0.00	\$300.00	\$305.92	\$0.00	\$2,501.61	(\$2,301.61)	96%	96%	\$1,738.62
TRI - Transfer In										
9001 - Capital Contribution	145,000.00	0.00	145,000.00	0.00	0.00	22,310.00	122,690.00	15%	15%	351,704.67
TRI Total:	\$145,000.00	\$0.00	\$145,000.00	\$0.00	\$0.00	\$22,310.00	\$122,690.00	15%	15%	\$351,704.67
Revenue Totals:	\$1,694,550.00	\$0.00	\$1,694,550.00	\$124,465.95	\$0.00	\$1,428,567.33	\$265,982.67	84%	84%	\$1,644,743.50
Expenditures										

COS - Cost of sales

5000.006 - Cost of sales - Do Not Use	0.00	0.00	0.00	444.17	410.81	(854.98)	++	0.00
5000.773 - Cost of sales - Gift shop	125,000.00	0.00	125,000.00	852.56	106,808.71	17,306.79	96%	105,067.21
5000.774 - Cost of sales - Concessions and Food	85,000.00	0.00	85,000.00	(246.36)	81,321.58	3,424.78	98%	72,489.18

COS Total:

	\$210,000.00	\$0.00	\$210,000.00	\$1,080.37	\$189,041.10	\$19,878.53	91%	\$177,556.39
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PER - Personnel services

5100 - Regular earnings	570,542.00	0.00	570,542.00	0.00	380,817.77	188,724.23	67%	359,304.97
5102.100 - Paid leave earnings - Paid Leave	0.00	0.00	0.00	0.00	21,879.75	(21,879.75)	+++	14,712.89
5103.000 - Premium - Overtime	13,000.00	0.00	13,000.00	0.00	6,649.33	6,350.67	51%	9,649.02

PER Total:

	\$583,542.00	\$0.00	\$583,542.00	\$0.00	\$409,346.85	\$174,195.15	70%	\$377,686.88
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FBI - Fringe benefits and taxes

5110.100 - Fringe benefits - FICA	192,799.00	0.00	192,799.00	0.00	30,866.05	161,932.95	16%	28,244.59
5110.110 - Fringe benefits - Unemployment compensation	0.00	0.00	0.00	0.00	1,902.00	(1,902.00)	+++	2,489.00
5110.200 - Fringe benefits - Health insurance	0.00	0.00	0.00	0.00	58,728.21	(58,728.21)	+++	60,019.45
5110.210 - Fringe benefits - Dental insurance	0.00	0.00	0.00	0.00	4,291.81	(4,291.81)	+++	3,634.80
5110.220 - Fringe benefits - Life insurance	0.00	0.00	0.00	0.00	64.26	(64.26)	+++	32.91
5110.235 - Fringe benefits - Disability insurance	0.00	0.00	0.00	0.00	2,885.63	(2,885.63)	+++	3,211.58
5110.240 - Fringe benefits - Workers compensation insurance	0.00	0.00	0.00	0.00	246.78	(246.78)	+++	76.14
5110.300 - Fringe benefits - Retirement	0.00	0.00	0.00	0.00	13,227.80	(13,227.80)	+++	12,398.52
5110.310 - Fringe benefits - Retirement credit	0.00	0.00	0.00	0.00	16,079.62	(16,079.62)	+++	13,440.71

FBI Total:

	\$192,799.00	\$0.00	\$192,799.00	\$0.00	\$126,290.16	\$66,508.84	66%	\$123,545.70
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EMP - Employee costs

5203.100 - Employee allowance - Clothing	800.00	0.00	800.00	0.00	820.17	(20.17)	103%	364.24
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EMP Total:

	\$800.00	\$0.00	\$800.00	\$0.00	\$820.17	(\$20.17)	103%	\$364.24
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OPM - Operations and maintenance

5300 - Supplies	24,260.00	5,800.00	28,860.00	0.00	16,530.48	13,329.52	55%	12,221.48
5300.001 - Supplies - Office	1,000.00	0.00	1,000.00	0.00	467.78	532.22	47%	628.68
5300.002 - Supplies - Cleaning and household	2,200.00	0.00	2,200.00	0.00	1,661.85	538.15	75%	1,473.64
5300.004 - Supplies - Postage	3,000.00	0.00	3,000.00	0.00	4,503.83	(1,503.83)	150%	4,816.93
5302 - Food	44,000.00	0.00	44,000.00	(443.36)	45,203.35	(1,203.35)	103%	29,919.11
5303 - Copy expense	250.00	0.00	250.00	0.00	119.44	130.56	48%	820.70
5304 - Printing	2,500.00	500.00	3,000.00	0.00	4,309.19	(1,309.19)	144%	4,111.59
5305 - Dues and memberships	1,467.00	0.00	1,467.00	0.00	1,991.00	(524.00)	136%	2,012.03
5305.100 - Maintenance agreement - Software	1,955.00	0.00	1,955.00	0.00	0.00	1,955.00	0%	0.00
5307.100 - Repairs and maintenance - Equipment	16,580.00	1,000.00	16,580.00	0.00	10,219.97	6,360.03	62%	7,869.99
5307.200 - Repairs and maintenance -	1,000.00	0.00	1,000.00	0.00	401.26	598.74	40%	0.00

11/17/2009

DBT - Debt retirement									
5902 - Interest expense	20,000.00	0.00	20,000.00	109.49	0.00	9,287.36	10,712.84	46%	595.28
5903 - Debt issue expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
DBT Total:	\$20,000.00	\$0.00	\$20,000.00	\$109.49	\$0.00	\$9,287.36	\$10,712.84	46%	\$595.28
DEP - Depreciation									
6000.005 - Depreciation - Land improvements	1,286.00	0.00	1,286.00	107.07	0.00	963.68	322.37	75%	964.27
6000.010 - Depreciation - Buildings	132,082.00	0.00	132,082.00	9,829.91	0.00	83,518.39	48,543.61	63%	72,055.90
6000.020 - Depreciation - Equipment	82,961.00	0.00	82,961.00	4,340.35	0.00	39,963.86	42,997.14	48%	44,105.96
6000.030 - Depreciation - Infrastructure	784.00	0.00	784.00	69.59	0.00	573.21	190.78	75%	827.97
6000.040 - Depreciation - Zoo animals	4,852.00	0.00	4,852.00	412.87	0.00	3,715.88	1,136.17	77%	3,864.39
DEP Total:	\$221,925.00	\$0.00	\$221,925.00	\$14,753.99	\$0.00	\$128,734.92	\$93,190.08	58%	\$121,617.89
OUT - Outlay									
6110 - Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
6110.900 - Outlay - Contra	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
6190 - Disposition of fixed assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	(99,397.44)
6190.040 - Disposition of fixed assets - Animals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
OUT Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	(\$99,397.44)
TRO - Transfer out									
9003 - Transfer out	0.00	0.00	0.00	0.00	0.00	764,595.07	(764,595.07)	+++	21,377.77
TRO Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$764,595.07	(\$764,595.07)	+++	\$21,377.77
Expenditure Totals:	\$1,742,069.00	\$13,400.00	\$1,755,469.00	\$125,974.16	\$3,965.93	\$2,029,508.26	(\$278,005.19)	116%	\$1,078,188.25
Revenue Total:	\$1,694,550.00	\$0.00	\$1,694,550.00	\$124,465.95	\$0.00	\$1,428,567.33	\$265,982.67	84%	\$1,644,743.50
Expenditure Total:	\$1,742,069.00	\$13,400.00	\$1,755,469.00	\$125,974.16	\$3,965.93	\$2,029,508.26	(\$278,005.19)	116%	\$1,078,188.25
Fund: 640 Net Total	(\$47,519.00)	(\$13,400.00)	(\$60,919.00)	(\$1,508.21)	(\$3,965.93)	(\$600,940.93)	\$543,987.86		\$568,555.25
Revenue Grand Total:	\$1,694,550.00	\$0.00	\$1,694,550.00	\$124,465.95	\$0.00	\$1,428,567.33	\$265,982.67	84%	\$1,644,743.50
Expenditure Grand Total:	\$1,742,069.00	\$13,400.00	\$1,755,469.00	\$125,974.16	\$3,965.93	\$2,029,508.26	(\$278,005.19)	116%	\$1,078,188.25
Grand Total:	(\$47,519.00)	(\$13,400.00)	(\$60,919.00)	(\$1,508.21)	(\$3,965.93)	(\$600,940.93)	\$543,987.86		\$568,555.25

BUDGET ADJUSTMENT REQUEST

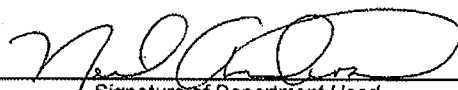
<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input type="checkbox"/> Category 2	<input type="checkbox"/> a. Change in Outlay not requiring the reallocation of funds from another major budget classification. <input type="checkbox"/> b. Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Executive County Board
<input type="checkbox"/> Category 3	<input type="checkbox"/> a. Reallocation between budget classifications other than 2b or 3b adjustments. <input type="checkbox"/> b. Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Executive County Board
<input type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input checked="" type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board

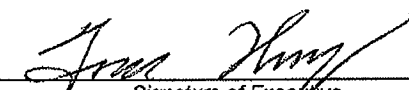
Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	641.057.001.4901	Restricted Donations Revenue	1,500
<input checked="" type="checkbox"/>	<input type="checkbox"/>	641.057.001.5307.400	Restricted Grounds Maintenance	1,500
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

Narrative Justification:

Restricted donation received from Lizerscapes, Inc. to be used toward expenses associated with grounds landscaping.

AUTHORIZATIONS


 Signature of Department Head
 Department: NEW Zoo
 Date: 11/2/09


 Signature of Executive
 Date: 11/6/09


 11/3/09

BUDGET ADJUSTMENT REQUEST

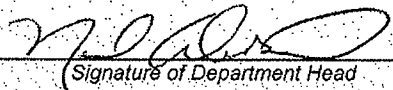
<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input type="checkbox"/> Category 2		
<input type="checkbox"/> a.	Change in Outlay not requiring the reallocation of funds from another major budget classification.	County Executive
<input type="checkbox"/> b.	Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Board
<input type="checkbox"/> Category 3		
<input type="checkbox"/> a.	Reallocation between budget classifications other than 2b or 3b adjustments.	County Executive
<input type="checkbox"/> b.	Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Board
<input type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input checked="" type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board

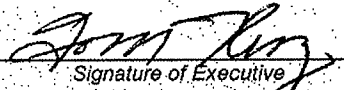
Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	641.057.001.4901	Restricted Donations Revenue	2,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	641.057.001.5300	Restricted Supplies	2,000
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

Narrative Justification:

Restricted donation received from the Norman L Jensen Trust to be used toward NEW Zoo expenses associated with supplies.

AUTHORIZATIONS


 (Signature of Department Head)


 (Signature of Executive)

Department: NEW Zoo

Date: 11/17/09

Date: 11/5/09



BUDGET ADJUSTMENT REQUEST

<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input type="checkbox"/> Category 2		
<input type="checkbox"/> a.	Change in Outlay not requiring the reallocation of funds from another major budget classification.	County Executive
<input type="checkbox"/> b.	Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Board
<input type="checkbox"/> Category 3		
<input type="checkbox"/> a.	Reallocation between budget classifications other than 2b or 3b adjustments.	County Executive
<input type="checkbox"/> b.	Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Board
<input type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input checked="" type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	641.057.001.4901	Restricted Donations Revenue	\$560
<input checked="" type="checkbox"/>	<input type="checkbox"/>	641.057.001.5300	Restricted Supplies	\$560
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

Narrative Justification:

Restricted donation received from the NEW Real Deal to be used toward expenses associated with 3 new radios for Guest Services staff.

AUTHORIZATIONS	
 Signature of Department Head	 Signature of Executive
Department: <u>NEW Zoo</u>	Date: <u>11/20/09</u>
Date: <u>11/11/09</u>	

ZOO MONTHLY ACTIVITY REPORT

For November 2009

1. Visitor Center Operations Report

2. Zoo Financials

3.

Zoo Society meeting held on 11/16/09

Mayan Food court construction completed and final walk thru held on 11/24/09

County Budget meeting attended on 11/9/09

Working on architectural plans for the new education/admin. building the Zoo Society is fundraising for and has hired an architect to begin plans.

Went to the Aldo Leopold Center and International Crane foundation on 11/19/09 to view green efforts at both facilities as well as joint projects

Preparations beginning for Holiday Fest coming up in December

Winterizing exhibits completed

Aquarium moved to new Mayan Building on 11/18/09

Installed lion enrichment device in exhibit

4. Curator Report

**NEW ZOO
ADMISSIONS REVENUE ATTENDANCE
2009 REPORT
2007, 2008 2009**

ATTENDANCE

MONTH	2007	2008	2009
January	1,116	624	806
February	423	456	2,524
March	8,966	5,879	6,941
April	20,796	12,810	22,456
May	38,119	37,908	42,282
June	45,991	48,832	53,597
July	41,367	49,316	56,199
August	38,589	47,697	42,035
September	21,531	16,974	21,738
October	29,664	23,657	14,165
November	2,530	3,222	
December	2,109	1,531	
TOTAL	251,201	248,906	262,743

ADMISSION & DONATIONS

MONTH	2007			2008			2009			2007			2008			2009		
	ADMISSIONS	DONATION BIN	TOTAL	ADMISSIONS	DONATION BIN	TOTAL	ADMISSIONS	DONATION BIN	TOTAL	(+)(-)	PER CAP	PER CAP	PER CAP	PER CAP	PER CAP			
January	2,285.00	188.00	2,473.00	1,250.00	7.41	1,257.41	1,773.00	1,042.55	2,815.55	1558.14	2.05	2.02			\$3.49			
February	609.00	25.00	634.00	991.00	41.00	1,032.00	5,824.00	600.36	6,424.36	5392.36	1.44	2.26			2.31			
March	17,433.00	384.72	17,817.72	11,202.25	123.50	11,325.75	15,750.25	281.06	16,031.31	4705.56	1.94	1.93			2.31			
April	46,465.79	480.42	46,946.21	32,309.50	199.01	32,508.51	39,286.50	718.31	40,004.81	6977.00	2.23	2.54			1.75			
May	89,223.65	577.00	89,800.65	116,001.08	766.00	116,767.08	123,197.16	755.50	123,952.66	7196.08	2.34	3.08			2.91			
June	89,051.25	781.07	89,832.32	109,245.17	897.13	110,142.30	117,308.93	845.03	118,153.96	8011.66	1.94	2.26			2.19			
July	93,294.00	1,269.19	94,563.19	131,969.25	372.75	132,342.00	151,684.20	1,337.71	153,021.91	20679.91	2.26	2.68			\$2.70			
August	76,362.15	456.75	76,818.90	136,314.66	917.00	137,231.66	123,188.80	1,302.09	124,490.89	(12740.77)	2.05	2.88			2.93			
September	49,848.00	1,051.83	50,899.83	50,356.81	1,359.25	51,716.06	64,341.99	968.33	65,310.32	13985.18	2.32	3.05			2.96			
October	23,830.00	180.50	24,010.50	29,118.75	560.96	29,679.71	12,455.25	128.60	12,583.85	17095.86	0.83	1.25			0.88			
November	5,245.00	248.00	5,493.00	8,643.47	1,822.94	10,466.41				0.00	2.07	3.25						
December	4,302.00	365.50	4,667.50	4,298.11	1,306.92	5,605.03				0.00	2.04	3.66						
TOTAL	\$497,948.84	\$6,007.98	\$503,956.82	\$631,700.05	\$8,373.87	\$640,073.92	\$654,810.08	\$7,979.54	\$662,789.62	\$72,860.98	1.96	2.57			\$2.44			

**NEW ZOO
GIFT SHOP, CONCESSIONS
ZOO PASS REVENUE**

**2009 REPORT
2007, 2008, 2009**

					2007	2008	2009
					PER	PER	PER
GIFT SHOP					CAP	CAP	CAP
MONTH	2007	2008	2009	(-)/(+)			
January	\$ 1,057.28	\$ 595.37	\$ 830.17	\$ 234.80	\$ 0.95	\$ 0.95	\$1.03
February	\$ 360.74	\$ 729.81	\$ 2,830.32	\$ 2,100.51	\$ 0.85	\$ 1.60	\$1.12
March	\$ 9,630.08	\$ 5,757.22	\$ 5,913.59	\$ 156.37	\$ 1.07	\$ 0.98	\$0.87
April	\$ 18,055.50	\$ 11,995.58	\$ 15,107.46	\$ 3,111.88	\$ 0.87	\$ 0.94	\$0.67
May	\$ 37,708.56	\$ 38,492.16	\$ 36,771.02	(\$1,721.14)	\$ 0.99	\$ 1.02	\$0.87
June	\$47,175.63	\$41,888.73	\$44,494.48	\$ 2,605.75	\$ 1.03	\$ 0.86	\$0.83
July	\$ 43,480.04	\$ 49,126.63	\$ 49,436.74	\$ 310.11	\$ 1.05	\$ 1.00	\$0.89
August	\$ 37,338.16	\$ 47,225.06	\$ 41,274.65	\$ (5,950.41)	\$ 0.97	\$ 0.99	\$0.98
September	\$ 16,935.84	\$ 13,785.69	\$ 16,858.13	\$ 3,072.44	\$ 0.79	\$ 0.81	\$0.78
October	\$ 10,812.31	\$ 10,721.05	\$ 13,326.57	\$ 2,605.52	\$ 0.36	\$ 0.45	\$0.94
November	\$ 1,705.64	\$ 2,416.52			\$ 0.67	\$ 0.75	
December	\$2,615.02	\$1,650.35			\$ 1.24	\$ 1.08	
TOTAL	\$ 226,874.80	\$ 224,384.17	\$ 226,843.13	\$ 6,525.83	\$ 0.90	\$ 0.95	\$ 0.90

					2007	2008	2009
					PER	PER	PER
CONCESSIONS					CAP	CAP	CAP
MONTH	2007	2008	2009	(-)/(+)			
January	\$ 729.43	\$ 504.56	\$ 589.33	\$ 84.77	0.65	0.81	0.73
February	\$ 238.15	\$ 519.75	\$ 1,773.79	\$ 1,254.04	0.56	1.14	0.70
March	\$ 5,530.11	\$ 3,085.18	\$ 4,509.88	\$ 1,424.70	0.62	0.52	0.66
April	\$ 14,162.21	\$ 9,874.56	\$ 13,320.22	\$ 3,445.66	0.68	0.77	0.59
May	\$ 24,217.84	\$ 26,304.66	\$ 32,991.35	\$ 6,686.69	0.64	0.69	0.78
June	\$35,845.68	\$39,309.12	\$38,201.67	(1,107.43)	0.78	0.80	0.71
July	\$ 34,655.67	\$ 35,774.78	\$ 44,643.82	\$ 8,869.04	0.84	0.73	0.79
August	\$ 31,121.00	\$ 38,943.79	\$ 41,662.95	\$ 2,719.16	0.81	0.82	0.99
September	\$ 16,668.64	\$ 12,100.87	\$ 16,925.85	\$ 4,824.98	0.77	0.71	0.78
October	\$ 18,351.34	\$ 17,378.85	\$ 12,192.65	\$ 5,186.20	0.62	0.73	0.86
November	\$ 1,345.04	\$ 1,842.95			0.53	0.57	
December	\$ 1,189.93	\$ 1,730.81			0.56	1.13	
TOTAL	\$ 184,055.04	\$ 187,369.88	\$ 206,811.51	\$ 33,387.81	\$ 0.67	\$ 0.79	\$ 0.76

ZOO PASS							
MONTH	2007	2008	2009	(-)/(+)	TOTAL	NEW	RENEWAL
January	\$ 2,209.00	\$1,389.00	\$ 1,827.00	\$ 438.00	33	5	28
February	\$ 976.00	\$ 1,353.00	\$ 3,977.00	\$ 2,624.00	70	41	29
March	\$ 8,668.00	\$ 8,216.00	\$ 12,073.00	\$ 3,857.00	208	108	100
April	\$ 13,989.00	\$ 21,320.00	\$ 20,447.00	\$ (873.00)	375	231	144
May	\$ 17,902.00	\$ 23,609.00	\$ 32,600.00	\$ 8,991.00	565	264	301
June	\$16,416.00	\$18,958.00	\$23,237.00	\$ 4,279.00	405	175	230
July	\$ 14,641.00	\$ 18,800.00	\$ 20,025.00	\$ 1,225.00	358	154	204
August	\$ 7,013.00	\$ 11,732.00	\$ 12,308.00	\$ 576.00	223	75	148
September	\$ 4,209.00	\$ 6,444.00	\$ 7,278.00	\$ 834.00	136		
October	\$ 2,641.00	\$ 5,022.00	\$ 2,739.00	\$ (2,283.00)	53		
November	\$ 2,034.00	\$ 2,855.00					
December	\$ 4,568.00	\$ 5,115.00					
TOTAL	\$ 95,266.00	\$ 124,813.00	\$ 136,511.00	\$ 19,668.00	2426	1053	1184

Animal Collection Report November 2009

The following animals have been added to the collection recently:

A 3 year old Black-footed ferret on loan from the US Fish and Wildlife Service is currently in quarantine. Jeffery, the new ferret, will be moved to the temporarily empty ferret exhibit in the Riley building soon.

A young male American white pelican was donated to the NEW Zoo by the Bay Beach Wildlife Sanctuary. The bird had swallowed a fish hook and the attached fishing line was wrapped tightly around his leg. The bird has lost much of the function of the effected foot but seems to be adjusting well to captivity. Visitors will enjoy watching him catch the fish thrown to him by the keepers when he takes up residence in the North American Aviary.

A young male Laughing Kookaburra hatched at the Woodland Park Zoo in Seattle arrived at the NEW Zoo on 11/4/09. The AZA Kookaburra Population Management Plan recommended that this bird be paired with our resident female to produce young in the coming year. The birds will be introduced in the winter holding area in the Riley building basement.

After a month long introduction period, the gate between our highly endangered Snow Leopards was opened on 11/17/09 and the pair was given full physical access to each other. The naturally solitary cats seem to be doing very well together (in captivity, where life is easier, solitary animals have more leisure time and fewer worries about competition and often appreciate companionship). Breeding season for Snow Leopards begins in January and we hope that Buster and Tami will embrace the Species Survival Plan recommendations to produce cubs in the coming year. We have plans to reallocate the currently unused (previously wallaby holding) portion of the building to snow leopard space. Some fairly minor changes will provide the room needed to accommodate cubs and allow us to participate fully in the SSP for this highly endangered species.

Our young lions celebrated their first birthday on 11/12/09. A heavy duty enrichment structure was erected for the occasion. The cubs are extremely active, playful and destructive. The new device is strong enough to withstand the attention of the entire pride as they tug, wrestle and play with the attached toys.

Thanks to a generous donation for staff travel and education, Zookeeper Robert Haen was able to attend the 2009 International Congress of Zookeepers/American Association of Zookeepers Joint Conference in Seattle. In

addition to attending many informative workshops and sessions, Robert was able to obtain written materials about Woodland Park Zoo's successful kookaburra breeding protocols and observe their holding/nesting area. This knowledge will be valuable as we attempt to successfully breed this species.

NEW ZOO

Brown County

4418 REFORESTATION ROAD
GREEN BAY, WISCONSIN 54313

PHONE (920) 434-7841 ext. 102
E-MAIL KAWSKI_AJ@CO.BROWN.WI.US



ANGELA KAWSKI

EDUCATION & VOLUNTEER PROGRAMS COORDINATOR

NORTHEASTER WISCONSIN ZOO EDUCATION AND VOLUNTEER PROGRAMS REPORT October 2009

Oct 1 – Oct 31 Volunteer Hours

137.00	Giraffe Crackers
30.00	Horticulture
30.00	Husbandry
8.00	Office Helper
8.75	Roving w/Animals
94.50	Special Events (Zoo Boo)
33.00	Special Projects
2.00	Visitor's Center
10.25	Zoowatch
353.5	TOTAL HOURS from registered volunteers

Plus additional hours from the following number of Zoo Boo volunteers:

Oct 16 th : 52	Oct 17 th : 158
Oct 23 rd : 33	Oct 24 th : 171
Oct 30 th : 55	Oct 31 st : 29

Total Volunteers: 498

Zoo Mobiles

N/A

Guided Tours

N/A

Zoo Classes

N/A

Zoo Snooze

N/A

COMPLEX ATTENDANCE FOR THE BROWN COUNTY VETERANS MEMORIAL COMPLEX

October-09	Date	Building	2009	2008	2008 Date
Hmong New Year	October 17 2009	ARENA	2,500	2,750	
ARENA TOTAL			2,500	2,750	
Master Spas	October 2 2009	SHOPKO	50		
Master Spas	October 3 2009	SHOPKO	125		
Master Spas	October 4 2009	SHOPKO	125		
Forever Young Senior festival	October 7 2009	SHOPKO	1,395	1,080	
Diabetic Health and Wellness Expo	October 17 2009	SHOPKO	600	N/A	
Liquidation Sale	October 23 2009	SHOPKO	1,408	N/A	
Liquidation Sale	October 24 2009	SHOPKO	1,713	N/A	
Liquidation Sale	October 25 2009	SHOPKO	406	N/A	
Sweet Street	October 30 2009	SHOPKO	6,327	5,151	
Okobos Kids festival		SHOPKO	N/A	582	October 11 2008
Tony & Tina's Wedding		SHOPKO	N/A	98	October 21 2008
Tony & Tina's Wedding		SHOPKO	N/A	202	October 22 2008
Tony & Tina's Wedding		SHOPKO	N/A	218	October 23 2008
Tony & Tina's Wedding		SHOPKO	N/A	243	October 24 2008
Tony & Tina's Wedding		SHOPKO	N/A	302	October 25 2008
Tony & Tina's Wedding		SHOPKO	N/A	111	October 26 2008
SHOPKO HALL TOTAL			12,149	7,987	
Gamblers vs. Waterloo	October 3 2009	RESCH	2,923	2,166	
Milwaukee Bucks vs. Chicago Bulls	October 10 2009	RESCH	4,709	N/A	
Gamblers vs. Cedar Rapids	October 13 2009	RESCH	973	1,821	
Bill Engvall	October 16 2009	RESCH	2,430	N/A	
Gamblers vs. Indiana	October 23 2009	RESCH	2,157	1,468	
Gamblers vs. Indiana	October 24 2009	RESCH	4,018	3,449	
TNA Wrestling	October 25 2009	RESCH	711	N/A	
UWGB vs. Duluth	October 31 2009	RESCH	1,227	N/A	
Rascal Flatts		RESCH	N/A	7,319	October 9 2008
So you Think you can Dance		RESCH	N/A	3,343	
Okobos Festival		RESCH	N/A	2,176	October 11 2008
RESCH CENTER TOTAL			19,148	21,742	
<u>TOTAL FOR OCTOBER 2009</u>			<u>33,797</u>	<u>32,479</u>	